



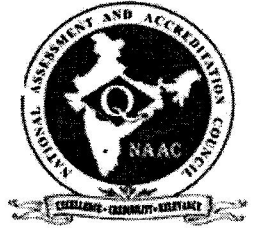
दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution-'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, द्वारका, Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: <https://dducollegedu.ac.in>



Dated: 17.01.2020

NOTICE

Applications are invited in the prescribed proforma, available on the College Website <https://dducollegedu.ac.in> for the following Non-Teaching posts to be filled on contractual basis: -

S.No	Name of the Posts	No. of Posts	Category	Consolidated Salary (per month)
1.	Junior Assistant	02	UR	Rs. 18,960/-
2.	Multi-Tasking Staff (MTS)	01	UR	Rs. 15,070/-

The eligibility conditions are as under: -

A. Junior Assistant

I. Essential Qualifications:

- Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a graduate from recognized University and Diploma/Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline

OR

Graduate degree in Computer Application / Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent discipline from recognized university.

- Having a typing speed of 40 w.p.m. in English Typewriting through computers.

II. Desirable: Knowledge of working on Computer- MS-Word, Excel, Power- Point, Internet, Computerised Accounting System and Hindi Typing.

B. Multi-Tasking Staff (MTS)

I. Essential Qualifications:

- Matriculation (10th) pass or ITI equivalent from a recognized board.

All eligible and interested candidates as per details given above are required to submit the application in the prescribed format alongwith self-attested copies of relevant certificates in the College office latest by 27.01.2020.

The list of shortlisted candidates, schedule of tests, and/or corrigendum, if any will be displayed on College website only.

The College reserves the right to increase or decrease the number of posts and not to fill any of the post(s) advertised.


OFFICIATING PRINCIPAL