



Hindu College

UNIVERSITY OF DELHI

DELHI - 110 007

PHONE : 2766 7184

FAX : 2766 7284

E-mail: hinducol@del3.vsnl.net.in

www.hinducollege.org

HC-1/3086

28.09.2015

Notice for Non- Teaching (Contractual Posts)

Applications are invited for the following posts on purely Contractual Basis:-

S.No.	Name of Post	No. of Posts	Qualifications
1.	MTS Library Age Limit: upto 27 Years	04	<u>Essential Qualifications:</u> 1). 10 th Class or its equivalent examination from any State Education Board Government recognized Institution 2). Certificate in Library Science / Library in Information Science from a recognized Institution <u>Desirable Qualifications:</u> Computer as a subject at Secondary level or Basic course in Computers from any Institution.
2.	Junior Assistant Age Limit: upto 27 Years	03	1). A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/ Institution with at least 50% marks or a graduate from a 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 a recognized University. 2). Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

A test for these posts will be conducted in the following manner:-

1. Written Objective Test for Basic Knowledge for respective posts.



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Short listed candidates will be called for interview and a panel will be drawn in order of merit list on the basis of performance in the test and interview.

Interested candidates fulfilling the above criteria may apply by submitting their application in the prescribed performa available with the College Office & Website along with the copies of relevant certificate/proof of residence and experience and one Passport size photograph. The applications must be submitted, **latest by Friday, 09.10.2015**, in the Office of Section Officer (Administration). The list of eligible candidates will be put up on the college website www.hinducollege.org and www.du.ac.in. Eligible candidates will take the written test in the college. Candidates are required to refer college and DU website for any further communication.

All other requirements will be as rules of University of Delhi.

The College has right to reserve, change the nature of post and not to fill or cancel the post.


Officiating Principal



Ph.: 011-27667184
Fax.: 011-27667284
E-mail: principal@hinducollege.org

HINDU COLLEGE
UNIVERSITY OF DELHI
DELHI – 110007

Latest Self
Attested
Photograph to
be pasted

Application form for the Post of _____ (Contract Basis) in the College

1. Name (in Block Letters) : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Category (SC/ST/OBC/Gen/PH) : _____
(if yes, please attach a certificate)
5. Correspondence Address : _____

6. Contact No. : _____
7. Qualification

Examination Passed	Year	Name of Board/University	School/College Attendance	Subject	% of Marks	Division	Remarks

8. Experience (if, any)

Date : _____

Signature of Applicant