



తిరుమల తిరుపతి దేవస్థానములు

శ్రీ వేంకటేశ్వర కళాశాల, ఢిల్లీ విశ్వవిద్యాలయం : ధౌలాకువా, న్యూ ఢిల్లీ - 110 021

శ్రీ వేంకటేశ్వర కాలేజ్: దిల్లీ విశ్వవిద్యాలయం: ధౌలా కువా: నई దిల్లీ - 110 021

SRI VENKATESWARA COLLEGE : UNIV. OF DELHI, DHAULA KUAN : NEW DELHI - 110 021

Ref. No. SVC/Advt./2026

02.07.2026

### NOTICE

Applications are invited in the prescribed proforma for the post of **Junior Assistant-cum-Caretaker**, on contractual basis (consolidated pay) in the scale of pay of Level 2 Plus DA from the eligible female candidates as per the details given below:

|                          |   |                                                                                                                                                                      |
|--------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Post         | : | <b>JUNIOR ASSISTANT-CUM-CARETAKER (FEMALE)</b>                                                                                                                       |
| Essential Qualifications | : | (i) A Bachelor's Degree from any recognized institute/University<br>(ii) English Typing @35 wpm Or Hindi Typing a 30 wpm<br>(iii) Proficiency in Computer Operations |
| Desirable                | : | Proficiency in accounting software                                                                                                                                   |
| Age limit                | : | 40 years                                                                                                                                                             |
| Salary                   | : | Rs.19,900/- plus D.A*. p.m. (consolidated)                                                                                                                           |
| Nature of the Post       | : | contractual basis                                                                                                                                                    |
| Method of Selection      | : | Written Test & Interview                                                                                                                                             |

| S. No | Examination  | Date & Time                                | Type | Max Marks | Duration |
|-------|--------------|--------------------------------------------|------|-----------|----------|
| 1     | Written Test | Sunday, 19.07.2026<br>10.00 AM to 11.00 AM | MCQ  | 60        | 1 hour   |
| 2     | Interview    | Sunday, 19.07.2026<br>02.00 PM onwards     | -    | 40        | --       |

**Note:** The candidates who have qualified in the Written Test will only be called for Interview.

|                |                                               |
|----------------|-----------------------------------------------|
| Test Component | General Awareness – 15 questions – 15 marks   |
|                | Reasoning ability - 15 questions - 15 marks   |
|                | Mathematical ability- 15 questions - 15 marks |
|                | Language English - 15 questions - 15 marks    |

Minimum Qualifying Marks in Written Test :50% i.e. 30 marks

Eligible **Female** candidates are requested to send their applications to the Principal, Sri Venkateswara College, on [principal@svc.ac.in](mailto:principal@svc.ac.in) writing the subject as "Application for the Post of Junior Assistant-cum-Caretaker, on or before **12<sup>th</sup> July, 2026**. Applications received after due date shall be summarily rejected.

Principal

శ్రీ వేంకటేశ్వర మహావిద్యాలయ  
Sri Venkateswara College  
న్యూ ఢిల్లీ / Dhaula Kuan, New Delhi



తిరుమల తిరుపతి దేవస్థానములు

శ్రీ వేంకటేశ్వర కళాశాల, ఢిల్లీ విశ్వవిద్యాలయం : ధౌలా కువా, న్యూ ఢిల్లీ - 110 021

శ్రీ వేంకటేశ్వర కాలేజ్: దిల్లీ విశ్వవిద్యాలయం: ధౌలా కువా: న్యూ దిల్లీ - 110 021  
SRI VENKATESWARA COLLEGE : UNIV. OF DELHI, DHAULA KUAN : NEW DELHI - 110 021

APPLICATION FORM FOR THE POST OF JUNIOR ASSISTANT-CUM-CARETAKER (FEMALE)  
IN SRI PADMAVATI HOSTEL, SRI VENKATESWARA COLLEGE, NEW DELHI - 110021

Photo

1. Full Name : .....
2. Father/Husband Name : .....
3. Date of Birth & Age : .....
4. Address for Communication : .....
5. Permanent Address : .....
6. Contact No. : .....
7. e mail ID : .....
8. Gender : .....
9. Category : .....

Affix your recent  
passport size  
photograph

**EDUCATIONAL QUALIFICATIONS**

| Examination      | Subjects & Specialization | % of Marks/ Grade | Board/University | Year |
|------------------|---------------------------|-------------------|------------------|------|
| 10 <sup>th</sup> |                           |                   |                  |      |
| 12 <sup>th</sup> |                           |                   |                  |      |
| Graduation       |                           |                   |                  |      |
| Post-Graduation  |                           |                   |                  |      |
| M.Phil/Ph.D.     |                           |                   |                  |      |
| Typing           |                           |                   |                  |      |
| Computer         |                           |                   |                  |      |
| Other            |                           |                   |                  |      |
|                  |                           |                   |                  |      |
|                  |                           |                   |                  |      |

### Present Employment Details

[illegible]

Languages Known: 1 ..... 1 ..... 1 .....  
 1 .....  
 1 .....

Any Other Information :

### Declaration

I hereby declare that the statements made in this Application Form are correct and true and also complete to the best of my knowledge and belief. I am aware that if any stage it is found that the statements made are not true or are incomplete/misleading, my candidature is liable to be cancelled

Place: .....  
Date: .....

Signature of the Candidate