

**RAJIV GANDHI HOSTEL FOR GIRLS
UNIVERSITY OF DELHI**

Applications are invited for the following posts on **contractual** basis in Rajiv Gandhi Hostel for Girls, University of Delhi, Dhaka Hostel Complex, Dr. Mukherjee Nagar, Delhi-110009.

1. Junior Assistant cum-typist 01

Salary Consolidated Rs. 26,666/- per month

Essential 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.

(ii). Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Type Writing.

Desirable

- (i) Degree/Diploma in computer Application/Science and knowledge of operation of latest packages relating to pay roll, accounts, MIS etc.
- (ii) Diploma in Office Management and Secretarial Practice.

Age Limit: 27 years

Relaxation of age as per Recruitment Rules of University of Delhi.

2. Care taker Female (01)

Salary Consolidated Rs. 26,666/- per month

Qualification: 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.

Age Limit: 30 years

Relaxation of age as per Recruitment Rules of University of Delhi.

The posts are purely on contractual for a period of 6 months, can be renewed on successful performance. However, the services can be terminated at any time without assigning any reason.

Application on plain paper giving details regarding qualification, experience, etc. along with self-attested copies of relevant certificates to be submitted in the office of Rajiv Gandhi Hostel for Girls, Dhaka Hostel Complex, Dr. Mukherjee Nagar, Delhi-110009 latest by 17.10.2022.

The selection will be made purely as per existing Government of India guidelines for the said posts.

Date: 22-09-2022


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