

RAJDHANI COLLEGE : RAJA GARDEN : NEW DELHI : 110015.
(UNIVERSITY OF DELHI)

RC/RG/113/

Dated: 12.09.2016

NOTICE

Applications are invited on plain paper for the Contractual appointment for the following posts (leave vacancies) in the College . Applications complete in all respect with self attested copies of certificates , marksheets, testimonials etc. must reach the Principal, Rajdhani College, Raja Garden, New Delhi-110015 on or before 03.10.2016 . The appointment will be purely on contract basis for a period of six months .

(1) Junior Assistant : 02 un-reserved against Leave Vacancies

Age Limit-27 years

Essential Qualification : 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 of 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 Computer.

Remuneration : 15800/- Per Month (Consolidated)

Note:-

- 1.All the candidate will be required to appear in written test, Typing test and interview.
- 2.Age Relaxation as per the rules .
- 3.The College reserves the right to change the nature of posts or not to fill up the above posts, if circumstances so warrant.
- 4.Those who are already employed are required to apply through proper channel.


Dr. Sanjay Malhotra
Offg.Principal