

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

RC/RG/113/ 1234

Dated: 31.07.2017

NOTICE

In Supersession of this office notice No. RC/RG/113/ dated 28.07.2017 for walk in interview for the Contractual appointment of Jr. Assistant against the Leave Vacancies (02 UR & 01 OBC), applications are invited on plain paper for the Contractual appointment for the said 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 10.08.2017. The appointment will be purely on contract basis for a period of six months or till such time leave vacancies cease to exist, whichever is earlier.

Age Limit-27 years

Remuneration-15,800/- as per University rules.

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. Typing speed of 40 W.P.M. in English through Computer.

Selection Process: Eligible candidates will be selected on the basis of their performance in Objective Type test (Paper-I) include the questions from General intelligence & Reasoning Ability, Numerical Ability, Language & Communication Skills and Drafting/Letter writing (Paper-II) and skill Test (Typing).

Important Dates:

Note:- 1. **Schedule of Tests of Paper I, Paper II and Skill Test for eligible candidates 12.08.2017 at 10.00 A.M. onwards.**

2. All the candidate will be required to appear in written test, Typing test.

3. Age Relaxation as per the rules.

4. The College reserves the right to change the nature of posts or not to fill up the above posts, if circumstances so warrant.

5. Those who are already employed are required to apply through proper channel.

Copy to : 1. Dr. Suman Kumar, Bursar.

2. A.O.

3. College Web-site.

Dr. Rajesh Giri
Acting Principal

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Acting Principal

31/7/2017