

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

RC/RG/113/

Dated: 02.08.2017

NOTICE

Applications are invited on plain paper for the Contractual appointment for the following posts in the College. Applications complete in all respect with self-attested copies of certificates, mark sheets, 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 regular appointment is made, whichever is earlier.

Senior Assistant : **01 Unreserved**
Assistant : **01 Unreserved**
Age Limit : **30 years**

Remuneration as per University Rules

Essential Qualification for Senior Assistant :

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma/Certificate of minimum 06 months duration in Computer Application/Office management/Secretarial Practice/Financial Management/Accounts or equivalent discipline.
Or
1. Graduate Degree with minimum 50% marks in Computer Application/Office management/Secretarial Practice/Financial Management/Accounts or equivalent discipline.
2. Minimum 4 years of Administrative Experience.

Essential Qualification for Assistant :

1. Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma/Certificate of minimum 06 months duration in Computer Application/Office management/Secretarial Practice/Financial Management/Accounts or equivalent discipline.
Or
1. Graduate Degree in Computer Application/Office management/Secretarial Practice/Financial Management/Accounts or equivalent discipline from a recognized University.
2. Minimum 2 years of Administrative Experience.

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.


Dr. Rajesh Giri
Acting Principal

2/8/2017

Copy to : 1. **Dr. Suman Kumar, Bursar.**
2. **A.O.**
3. **College Web-site.**


Dr. Rajesh Giri
Acting Principal