

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

RC/RG/113/

Dated: 08.08.2017

NOTICE

In continuation of this office notice No. RC/RG/113/1233 dated 31.07.2017 & No. RC/RG/113/1293 dated 04.08.2017 for the Contractual appointment of Junior Assistants, **applications are invited on plain paper for the Contractual appointment to fill 01 more post with Junior Assistants reserved for PwD (Orthopedically Handicapped) against the vacant post of Sr. Personal Assistant 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 appointment of Sr. Personal Assistant (on deputation) is made, 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).

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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