

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

RC/RG/113/ 3476

**Dated: 1.1.2013**

**NOTICE**

Application are invited from eligible candidates for the post of Junior Assistant (1 Un-reserved), purely on contractual basis against leave vacancy for a period upto 26.5.2013, on a consolidated salary of Rs. 11,500/- per month as per the details given below:-

**Qualifications required**

**Essential:**

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.
2. Having a typing speed of 40 w.p.m. through Computer .


**Desirable:**

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to pay roll, Accounts, MIS etc.
2. Diploma in Office Management and Secretarial Practice.


**Age Limit – 27 years**

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

Application on plain paper giving the particulars of qualifications, experience etc. should reach the Principal, Rajdhani College , Raja Garden , New Delhi-110015 on or before 10.1.2013 .

  
**Dr. Vijay Laxmi Pandit**  
**Principal**

**Copy to: 1. Bursar/S.O. (Accounts) .**  
**2 . Dr. Sangeeta Srivastava, Convenor Website Committee.**

  
**Dr. Vijay Laxmi Pandit**  
**Principal**