

RAJDHANI COLLEGE
(UNIVERSITY OF DELHI)

Ring Road, Raja Garden
New Delhi-110015.

RC/RG/113/

Dated: - 26.09.2012

NOTICE

Applications are invited for the unreserved vacant post of Sr. P.A. to the Principal purely on contract basis at a consolidated amount of Rs. 16,500/- per month for a period of six months or till such time permanent appointment is made, whichever is earlier.

Qualification required :-

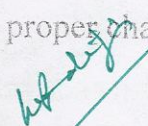
1. Must have passed a degree examination from a recognized University or equivalent thereto.
2. Candidate should have speed of short hand (English) 100 w.p.m and speed of typing (English) 40 w.p.m.
3. Candidate should have worked as Stenographer or Personal Assistant for a minimum period of five years. (Can be relaxed for deserving candidates)

Desirable: Preferably good knowledge of Computer and experience in an institutions of Higher Education, with proficiency in organizing meeting, drafting letters, Minutes, Resolution, and Liasioning work.

Application on plain paper giving the particulars of qualifications, experience etc. (Bio-Data), Employment Exchange Registration Number, if any should reach the Principal, Rajdhani College, Raja Garden, New Delhi 110015 on or before 15.10.2012.

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

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


Dr. Vijay Laxmi Pandit
Principal