

SHYAMA PRASAD MUKHERJI COLLEGE (FOR WOMEN)
((UNIVERSITY OF DELHI))
PUNJABI BAGH (WEST), NEW DELHI 110026

Date: 17.07.2019

NOTICE

Applications are invited for the post of Junior Assistant (JACT) in the Shyama Prasad Mukherji College, University of Delhi, Delhi – 110026 on contract basis for a period of six months which may be renewed for a further period of six months on consolidated salary as per University rules.

S.No.	Name of the Post	No. of Post	Category	Last Date & Time of Application Submission	Date & Time of Test for the shortlisted candidates
1.	JACT	05	3UR, 1SC, 1OBC	07.08.2019 till 3.00 p.m.	24.08.2019 at 10.00 a.m. Reporting Time: 9.00 a.m.

Eligibility Criteria: -

Essential Qualifications:

- i. 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 or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

- ii. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

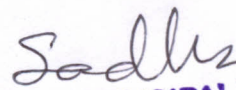
Desirable:

At least 3 years experience in a Government department / organization or commercial establishment of repute.

Age Limit: 27 years (Relaxation of age as per University of Delhi rules).

Application Fee:

Application Fee should be submitted through a Demand Draft drawn in favour of "Principal, Shyama Prasad Mukherji College," Payable at Delhi, DD should be attached with prescribed application form. The details of fee are given below: - Category Fee UR/OBC Rs. 250/-, SC/ST / PWD Rs. 100/-, Woman free.


PRINCIPAL

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A test for this post will be conducted in the following manner:

- i. Objective Type Test comprising of General Intelligence & Reasoning Ability; Arithmetic & Numerical Ability; Language & Communication Skills and Drafting/ Letter writing.
- ii. Skill Test

The College reserves the right to change the number or nature of advertised post or not to fill up the vacancy without assigning any reason.

Interested applicants fulfilling the above criteria are required to submit applications on prescribed form giving details regarding qualification, experience, etc. along with self-certified copies of all relevant certificates and one passport size photograph to the Principal, Shyama Prasad Mukherji College (for women), University of Delhi, Delhi - 110026 latest by 7th August, 2019.

The list of shortlisted candidates/any corrigendum will be placed only on the college website.

PRINCIPAL (Officiating)