



# दीन दयाल उपाध्याय कॉलेज

## DEEN DAYAL UPADHYAYA COLLEGE

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)  
दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi  
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi – 110078  
दूरभाष/Tel. 011-25099380, 25099381, Website: <https://dducollegedu.ac.in>

**Dated: 04.12.2020**

### NOTICE

Applications are invited in the prescribed proforma, available on the College Website <https://dducollegedu.ac.in> for the following Non-Teaching post to be filled on contractual basis:

S.No	Name of the Posts	No. of Posts	Category	Consolidated Salary(per month)
1.	Junior Assistant	01	UR	Rs. 18,960/-

The eligibility conditions are as under: -

#### **I. Essential Qualifications:**

- Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution.
- Having a typing speed of 35 w.p.m. in English Typewriting through computers.

#### **II. Desirable:** Knowledge of working on Computer- MS-Word, Excel, Power-Point, Internet, Computerised Accounting System and Hindi Typing.

All eligible and interested candidates as per details given above are required to submit the application in the prescribed format alongwith self-attested copies of relevant certificates in the College office **latest by Friday, 11.12.2020.**

The list of shortlisted candidates, eligible to appear in the written test will be displayed on College website only.

Any addendum/corrigendum will also be displayed on College website only.

The College reserves the right to not to fill this vacancy.

  
**OFFICIATING PRINCIPAL**