



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- 41805580, 45051037, Website: <https://dducollegedu.ac.in>



Dated: 07.07.2023

**NOTICE**

Application 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:

Name of the Post	<b>Junior Assistant</b>
No. of Posts	03
Category	OBC-1, EWS-1, PwBD (LV)-1
Salary (per Month)	Rs. 19,900/-, (Minimum Basic Pay of the Level-2) + Dearness Allowance applicable from time to time)
Tenure	6 months
Educational Qualification	<b>Essential:</b> i Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution ii Having a typing speed of 35 w.p.m. in English Typewriting through computers or 30 w.p.m. in Hindi Typewriting through Computer. <b>Desirable:</b> Knowledge of working on Computer- MS-Word, Excel, Power-Point, Internet, Computerised Accounting System and Hindi Typing.

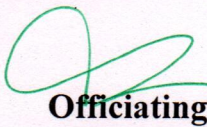
All eligible and interested candidates as per details given above are required to submit the application in the prescribed format alongwith self-attested copies of relevant certificate in the college latest by **24.07.2023**.

The list of shortlisted candidates, eligible to appear in Written Examination and/or Skill Test will be displayed on the College website only.

The Written Examination and Skill Test will be held as per the Scheme of Examination of University of Delhi, attached herewith

The addendum/corrigendum, if any will also be displayed on the Collge website only.

The College reserves the right to not to fill the post advertised.

  
**Officiating Principal**

**P.S.:** In case of OBC/EWS Category, the certificate should be latest one i.e. issued on or after 01.04.2023.