



दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution-'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, टारका, , Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: www.dducollegedu.ac.in



Dated : 20.07.2017

NOTICE

FOR APPOINTMENT OF NON-TEACHING STAFF ON CONTRACTUAL BASIS

Applications are invited on the prescribed application form available on the college website i.e. www.dducollegedu.ac.in. for appointment of following Non-Teaching Staff on contractual basis for its Girls & Boys Hostel as per details given hereunder:

Nomenaclature of Post	No. of Posts	Consolidated Salary (per month)	Term of appointment
Junior Assistant	2	Rs. 15,800/-	Six months
Multi Tasking Staff (MTS)	2	Rs. 11,000/-	Six months

Application completed in all respect alongwith self-attested copies of relevant documents must reach the college office (Room No. 20, Ground Floor) **latest by 25th July 2017 before 1.00 p.m.**

The qualification and selection criteria for each post are as under:

A. Qualification:

1. Junior Assistant

Essential Qualifications:

- 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 recognised 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 recognized university.
- Having a typing speed of 40 w.p.m. in English Typewriting through computers.

2. Multi Tasking Staff (MTS):

Essential Qualifications:

Should have passed 10th or an equivalent examination from recognized Board.

Desirable:

ITI Certificate or equivalent.



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B. Selection Criteria:

(i) Junior Assistant :

Objective Type Test (MCQ type) comprising of General Awareness, Reasoning Ability, Mathematical Ability, Language and Communication Skills followed by an essay and Typing Test of speed of 40 w.p.m. on computer.

(ii) Multi Tasking Staff (MTS):

Objective Type Test (MCQ type) comprising of General Awareness, Reasoning Ability, Mathematical Ability, Language and Communication Skills followed by a Skill Test.

C. Schedule of Tests:

The written test as mention at "B" above, for Junior Assistant/MTS will be held on 26.07.2017 at 2.30 p.m. Candidate shortlisted on the basis of written test for the post of Junior Assistant will be required to appear for Typing Test at 2.30 p.m. on 27.07.2017 and Skill Test for MTS at 3.30 p.m. on 27.07.2017.


PRINCIPAL

