



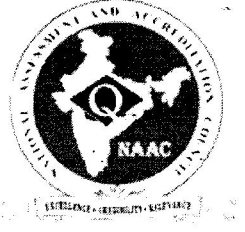
# दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

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: <https://ddu.collegedu.ac.in>



Dated: 26.07.2018

## WALK IN SKILL TEST

### FOR APPOINTMENT OF NON-TEACHING STAFF ON CONTRACTUAL BASIS

The college will conduct walk in skill test for appointment of Non-Teaching Staff on contractual basis as per details given hereunder:

Nomenaclature of Post	Category with No. of Posts	Date of Skill Test	Time
Junior Assistant	UR-1	02.08.2018	2:00 p.m.

#### 1. 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. Desirable : Knowledge of working on Computerized Accounting System.

#### 3. General Note:

- Period of appointment – 06 Months
- Consolidated Salary - Rs. 18,960/- per month
- Age Limit - 27 Years

Eligible and interested candidates should walk in for Skill Test alongwith all necessary certificates (including caste certificate, if applicable) in original as well as self-attested photocopies thereof in the college as per above schedule.

An application proforma is available on the college website. Candidates should download the same, fill in and bring it at the time of Skill Test.

  
Principal

  
PRINCIPAL