



JANKI DEVI MEMORIAL COLLEGE

(University of Delhi)

Sir Ganga Ram Hospital Marg, New Delhi-110 060, Ph.: 011-25787754

Email: jdmcollege@hotmail.com; Website: www.jdm.du.ac.in

Dated: 04-Jul-2018

NOTICE

Applications on the prescribed form are invited for appointment to the following posts on purely contractual basis initially for a period of six months for the KRISHNA HOSTEL of the College. Completed applications should reach (by post only) to the Principal, Janki Devi Memorial College, Sir Ganga Ram Hospital Marg, New Delhi-110060 on or before **Saturday, 11th August, 2018**. Applications other than on prescribed form, incomplete application in any form, unsigned application, application without required documents/testimonials or application reaching after the last date shall summarily be rejected without further reference. The College shall not be responsible for any delay/loss due to postal or technical reason(s). Please note that applications shall not be accepted in person.

JUNIOR ASSISTANT

No. of post: 01

Essential Qualifications:

1. A Senior Secondary School Certificate (10+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 six 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.

2. Having a typing speed of 40 w.p.m. in English typewriting through computers.

Age Limit: 27 years

NOTE: 1. The incumbent is expected to work under the close supervision of Section Officer/Administrative Officer/Hostel Warden. He should possess an aptitude for drafting/noting in English, office procedures, Data Processing in a computerized environment **with key focus on Accounts and Finance.**

DATE OF WRITTEN EXAM FOR THE POST OF JUNIOR ASSISTANT:

SUNDAY, 12TH AUGUST, 2018 AT 10 A.M.

No separate intimation will be sent to the individual candidates for the Written Examination. The Scheme of Examination for post of Junior Assistant is enclosed. Any addendum/corrigendum shall be posted on the college website only. College reserves the right to change the nature and number of post or to cancel the selection process in part or full without assigning any reason thereof. If it is found at any time that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled forthwith and you will have no claim whatsoever to any consideration.

प्राचार्या/Principal
जानकी देवी मेमोरियल महाविद्यालय
Janki Devi Memorial College

(DR. SWATI PAL)
PRINCIPAL

सर गंगा राम हॉस्पिटल मार्ग नई दिल्ली-110060
Sir Ganga Ram Hospital Marg, New Delhi-110060