

Satyawati College (Evening)

(University of Delhi)

Ashok Vihar: Delhi-110052

Applications on plain paper are invited for the two posts of Junior Assistant on contractual/purely temporary basis initially for a period of 89 days:

Name of the Post	:	Junior Assistant
Number of Posts	:	Two (One UR and One OBC)
Nature of Post	:	Contractual (Purely temporary basis)
Salary	:	Rs. 11,550/- (Consolidated) per month
Age Limit	:	Not more than 27 Years
Working days	:	Monday to Saturday

Essential Qualification and other requirements:

- Essential:
1. 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 recognized University.
 2. Having a typing speed of 40 w.p.m. in English Typewriting on computer key board.
- Desirable:
1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc.
 2. Diploma in Office Management & Secretarial Practice
- Note:
1. The incumbent is expected to work under the close supervision of Section Officer or Administrative Officer. He should possess an aptitude for drafting/noting in English, office procedure, Data processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/Examinations/General Administration/House Keeping/Establishment/HR/Legal/Purchase/Accounts & Finance/Project management/Public Relations.
 2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection will be based on the performance of the candidates in written test and interview.
 3. The written test and typewriting test will be held on Saturday, December 22, 2012 from 1 pm onwards.

Applications together with self-attested copies of testimonials should reach the Principal latest by December 14, 2012. The written test and typewriting test will be held on Saturday, December 22, 2012 from 1 pm onwards in the Computer Laboratory (Library) of the Evening College. All applicants are required to appear for the written test and typewriting test. No separate communication will be sent to individual applicant for the tests.

The result of tests and date of interview will be notified on the website of the college www.satyawatievedu.ac.in as well as on the notice board of the college.

Dr. S. S. S.
PRINCIPAL
SAS