

**RAJDHANI COLLEGE : RAJA GARDEN : NEW DELHI : 110015.  
(UNIVERSITY OF DELHI)**

RC/RG/113/

Dated: 05.04.2021

**NOTICE**

Applications are invited on plain paper for the Contractual appointment of one Junior Assistant against the post of Senior Assistant to be filled by promotion, purely a temporary arrangement for a very short period of not exceeding six months. Applications complete in all respect with self-attested copies of certificates, mark sheets, testimonials etc. must reach the Principal, Rajdhani College, Raja Garden, New Delhi-110015 on or before 12.04.2021. The appointment will be purely on contract basis for the above specified period. The date of tests (objective, descriptive and typing) of shortlisted and eligible candidates will be intimated with a short notice through e-mail/phone only very shortly.

(1) Junior Assistant

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Age Limit maximum-

27 years

Essential Qualification

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution.
2. Having a typing speed of 35 W.P.M. in English Or 30 W.P.M. in Hindi Typewriting through Computers.

Desirable Qualification

Graduate in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent discipline from a recognized University.

Remuneration

Rs. 18960/- Per Months (Consolidated)

- Note:-**
1. All the candidates will be required to appear in written test and typing test.
  2. Age Relaxation as per the rules.
  3. The College reserves the right to change the nature of post or not to fill up the above post.
  4. Those who are already employed are required to apply through proper channel.
  5. No application will be entertained received after the last date.

Prof. Rajesh Giri  
Offg. Principal

5/4/2021