



सत्यवती कॉलेज (सांध्य) Satyawati College (Eve.)

अशोक विहार, फेज-III, दिल्ली-110052
ASHOK VIHAR, PHASE-III, DELHI-110052
Website :- www.satyawatievedu.ac.in
Phone / फोन : +011-27213402

September 16, 2019

ADVERTISEMENT FOR THE RECRUITMENT OF JUNIOR ASSISTANT ON CONTRACTUAL BASIS

Applications are invited for **one** (01) post of Junior Assistant on contractual basis for a period of six months on consolidated salary of ₹ 18,960/- p.m. (fixed) with the following qualifications. The appointment will be purely on contractual/temporary basis and the incumbent shall have no claim for regularization.

Educational Qualifications:

Essential:

1. A 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, and Diploma / Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice / Financial Management /Accounts 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 or 30 w.p.m. in Hindi Typewriting through Computers.

Age Limit:

27 Years (28.09.2019 as on)
(Age relaxation will be allowed as per University of Delhi rules/guidelines).

The candidates are required to submit the application in the prescribed format along with the self attested copies of the requisite documents with mobile no. & E-mail on or before 28.09.2019 upto 5.00 p.m. applications should be sent to the Principal (Officiating), Satyawati College (Evening), Ashok Vihar, Phase-III, Delhi-110052 by registered/Speed Post or can be submit personally in the office. The candidate should super scribe on the envelope "**Application for the post of Junior Assistant**".

Written Test and Skill Test date and time will be upload on the college website. Examination Pattern will be as per the scheme of examination for Direct Recruitment for the post of Junior Assistant as prescribed by the University of Delhi. The list of the eligible candidates for written test will be uploaded on the website www.satyawatievedu.ac.in of the college. No separate letter for written test will be issued and no travel allowance will be admissible to the candidates appearing for the test. Candidates are advised to check the college website on regular basis.

The college reverses its right not to fill up the post advertised and to increase or decrease the number of post(s) as per requirement.

(Dr. Vijay Shankar Mishra)
Principal (Officiating)



Satyawati College (Evening)

(University of Delhi)

Ashok Vihar: Phase-III: Delhi-110052

APPLICATION FORM FOR THE POST OF JUNIOR ASSISTANT (ON CONTRACTUAL BASIS)

1. Full Name (in Block Letters) :
2. Father's/Husband's Name :
3. Date of Birth (dd/mm/yyyy) :
4. Age (as on 28.09.2019) :
5. Category (Gen/OBC/SC/ST/PwD/EWS) :
6. Gender :
7. Postal Address (in full) :
8. Permanent Address (in full) :
9. Telephone/Mobile No. :
10. E-mail ID :
11. Nationality :
12. Details of Examination passed:

S. No.	Examination passed	Year of Passing	Board/ University	%age of Marks

13. Experience

Sl. No.	Name of organization	Nature of Duties	Period of service	
			From	To

14. Any other information:

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Place:

Date/...../.....

(Signature of Applicant)

Encl:

Self Attested copies of testimonials