



MAHARAJA AGRASEN COLLEGE
University of Delhi
VASUNDHARA ENCLAVE, DEIHI-110096

October 22, 2018

Recruitment Notice

Applications are invited for the following posts purely on contractual basis initially for a period of three months which is extendable for further period depending upon the performance of the selected candidates. Candidates meeting the eligibility criteria are required to fill the prescribed application form and send the same along with relevant testimonial latest by November 10, 2018.

Junior Assistant - 01 (One Post) Age Limit: - 27 Years

Educational Qualification and Experience

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 or Equivalent discipline.

Or

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

Desirable Qualification:

Having a typing speed of 40.w.p.m in English or 30 w.p.m. in Hindi Type writing through Computers.

Remuneration:- Rs. 18,960/- per month (consolidated)

The college will place corrigendum, if any, on the college website only. Candidates are requested to monitor the same.

The post is on contractual basis and the services can be terminated at any time without any notice or without any reasons thereof.

The complete Application form duly filled-in should be sent by Registered / Speed Post to the "Principal, Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, New Delhi-110096.


Dr. Sunil Sondhi
Principal



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-II0096

Please paste
passport size
photograph

Application No.....

(to be filled by the office)

Application Form for Non-Teaching Post & Technical Post

(Please read the notes given at the end before filling the form)

Post applied for

In the Department of

Advt. No.Dated.....

1. Name (in block letters):- _____

2. Father's/Husband's Name: - _____

3. (i) Date of Birth (in figures) _____ (in words): _____

(ii) Age: _____ Years : _____ Months (as on date:09.10.2018)

Tel. No _____ Mob. No:- _____

Email ID _____

4. Nationality : _____ Gender: _____ Married/Unmarried:- _____

5. Postal Address: _____

Pin Code:- _____

6. Permanent Address:

Pin Code:- _____

7. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH) If yes, please indicate caste & attach a photocopy:-

12. Special interest if any:

13. Do you know typewriting/shorthand? If so, state speed:

	English	Hindi
Shorthand:	_____w.p.m	_____w.p.m.
Typewriting:	_____w.p.m.	_____w.p.m

14. Any other information: _____

15. Explain in 250 words, how you fulfill the eligibility criteria and how you are the best suited candidate for the post applied for? (Please use separate sheet for this as Annexure-1).

16. Give name and details of 2 references: -

Name: _____ Name : _____

Address: _____ Address: _____

Mobile : _____ Mobile _____

Email: _____ Email: _____

Dated: _____:

Signature of Applicant

For applicants in Employment.

The facts stated in the above application have been verified and found correct and no vigilance or disciplinary enquiry is pending.

Dated:

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Head of the Department/Institution

(With Seal)

Declaration.:

I have understood the important points placed above and declare that the statements made in the Application Form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my

Candidature may be cancelled at any stage.

Dated:

Signature of the Applicant

Notes :

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the college after last date.
4. The college will not be responsible for the postal delays due to strike etc outside the control of the college.
5. In case a large number of applications are received for the post, the college reserves the right to call only selected candidates for Written Examination on the basis of screening of application forms.
6. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
7. Applicants who are in employment should send their applications through proper channel.
8. No. T.A/D. A will be paid for attending the prescribed tests and interview.
9. Attach additional sheets, if necessary