



# MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-II0096

Sept 26 , 2014

Maharaja Agrasen College invites application from exceptionally talented and motivated candidates for the following posts in the prescribed format.

## **Junior Assistant: 02 on Contractual Basis (for Accounts Department).**

**Those who have already applied against notification dated Aug 13,2014 need not apply again.**

### **Essential Qualification for Junior Assistant**

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 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 or 30 w.p.m. in Hindi Type writing through Computers.

### **Note:**

1. The incumbent is expected to work under the close supervision of Section Officer/ 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 **with key focus on Accounts & Finance**.
2. All the Candidates will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work as prescribed by University of Delhi. The Selection being based on the performance of the candidates in written test and interview.
3. The scheme of the examination including weightage of marks for written test and interview etc. as prescribed by the University from time to time with the approval of the Executive Council in this regard.

**Age Limit: 27 Years**

**Last date of Apply: Oct 14, 2014**

List of candidates short listed for written examination will be notified on college website and by email. Interested candidates are requested to monitor on same.

**Monthly Remuneration of Rs.13,200/- p.m. (Consolidated) or as prescribed by University of Delhi**

The appointment is for duration of 6 months which may be further extended.

Interested candidates may apply for the post on prescribed format and may attach the relevant documents, testimonials, certificates etc.. and send the same along with the application fee to 'THE PRINCIPAL, MAHARAJA AGRASEN COLLEGE, Vasundhara Enclave, Delhi- 96'. The envelope must be super scribed as "Application for the post of Junior Assistant on Contract basis" and must contain a self-addressed envelope.

**Principal**



# MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-II0096

Application No.....  
(to be filled by the office)

Please paste  
passport size  
photograph

## 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:.....)

Tel. No.....Mob. No:- .....

Email ID.....

4. Nationality :.....Male/Female:.....Married/Unmarried:-.....

5. Postal Address:.....

.....

Pin Code:- .....

Permanent Address:.....

.....

Pin Code:- .....

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

7 Are you Ex-Serviceman/Disabled Defense Personnel/Development of Defense Personnel Killed in action ? If so, attach certificates .....

8 Educational Qualifications starting from 10<sup>th</sup> standard : Please attach relevant certificates & use separate sheet if required.

<b>Examination Passed</b>	<b>Year of Passing</b>	<b>School/College/ University attended</b>	<b>Div.</b>	<b>% age</b>	<b>Subjects offered</b>

9 Technical Qualifications : Please attach relevant certificates & use separate sheet if required.

<b>Examination Passed</b>	<b>Year of Passing</b>	<b>School/College/ University attended</b>	<b>Div.</b>	<b>% age</b>	<b>Subjects offered</b>

10 Experience, if any(Administrative/Technical/Any other): Please attach relevant certificates & use separate sheet if required

<b>Name of the organization</b>	<b>Post held/Designation</b>	<b>Salary and other emoluments drawn</b>	<b>Period</b>		<b>Length of Experience</b>	
			<b>From</b>	<b>To</b>	<b>Year</b>	<b>Months</b>

11 Special interest if any:.....

.....

12 Do you know type writing/shorthand ? If so, state speed:

English Hindi

Shorthand: .....w.p.m .....w.p.m.

Typewriting: .....w.p.m .....w.p.m

13. Any other information: .....

.....

.....

14. 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).

.....

15. Give name and details of 2 references:-

Name: ..... Name : .....

Address: ..... Address: .....

.....

.....

Mobile : ..... Mobile: .....

Email: ..... Email: .....

Dated:.....:

.....

Signature of the 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:.....:

.....

Head of the Department/Institution  
(With Seal)

**Declaration.:**

I have understood the important points placed below and declare that the statements made in the Application Form are true to the best of my knowledge and belief.

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.