



Benito Juarez Road , New Delhi-110021

Website : www.aryabhatacollege.ac.in Email : admin@aryabhatacollege.ac.in

Phone : 011-24110490 Fax : 011-24117284

Ref. No. AC/Advt(NT)/2019/ 1675

Date : 15.02.2019

NOTICE

The College will conduct Walk-in-Test for filling up following posts on contract basis at the College :-

S.N o.	Name of Post	No. of Post	Age Limit	Qualification	Venue
1.	Senior P.A. to Principal (Consolidated salary of Rs. 25320 per month)	UR-01	35 Years	<p>Essential :</p> <ol style="list-style-type: none"> Bachelor's degree from a recognized university. At least three years post qualification experience working as Private Secretary/ Personal Assistant/ Stenographer/Executive Assistant/Executive Secretary in a Government Department/Universities/Autonomous Bodies/PSUs/Educational Institution recognized by the Government. Skill test norms: <ol style="list-style-type: none"> Dictation: 10 minutes@100 wpm Transcription: 40 minutes (English) Computer proficiency viz. Typing Skill, Word Processing, Spread Sheet, Internet, Email Communication. <p>Desirable:</p> <ol style="list-style-type: none"> Degree/ Diploma in Computer Application/ Science. Diploma in Office Management and Secretarial Practice. Knowledge of service rules applicable for Central Government establishments. 	<p>Date : 26.02.2019 Venue: Multi-Purpose Room Reporting Time : 1 PM Exam Time : 2 PM</p>
2.	Junior Assistant (Consolidated salary of Rs. 18960 per month)	UR-02	27 Years	<ol style="list-style-type: none"> 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 	<p>Date : 02.03.2019 Venue: Multi-Purpose Room Reporting Time : 9:30 AM Exam Time : 11 AM</p>

				<p>Diploma / Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent discipline.</p> <p style="text-align: center;">OR</p> <p>Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.</p> <p>2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.</p>	
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UR-Unreserved

General Instructions: -

The appointment will be purely on contract basis for a period of 3-6 months or till regular appointments are made, whichever is earlier.

Upper Age limit shall be relaxable as per University of Delhi rules.

Application-cum-Test Fee of Rs. 200/- (Rupees Two Hundred) is to be paid by the candidates attending the Walk-in-Test.


Application on prescribed form (which will be available on the day of the test at the College Registration Desk) along with self-attested copies of all relevant certificates are to be submitted to the College on the day of Walk-in Test.

The candidates are advised to reach before time and register themselves for the Test.

The College reserves the right not to fill up the post advertised, modify or withdraw partial or full advertisement, if the circumstances so warrant.

Applicants are advised to visit college website, www.aryabhatacollege.ac.in for further instructions.

Any Corrigendum will be placed only on the college website.


PRINCIPAL
 प्राचार्य/Principal
 आर्यभट्ट महाविद्यालय/Aryabhata College
 दिल्ली विश्वविद्यालय/University of Delhi
 बेनिटी हुआरेज रोड/Benito Juarez Road
 नई दिल्ली-110021/New Delhi-110021