



Benito Juarez Road (Anand Niketan), New Delhi-110021
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Date : 08.06.2017

WALK-IN TEST

Walk-in Test for filling up the following non-teaching posts on **purely contractual basis** will be held at the college. The date, time and eligibility details are as under: -

S.No.	Name of Post	No. of Post	Age Limit	Qualification	Date and Time of Walk-in test
1.	Senior P.A. to Principal (Consolidated monthly salary as per University rules)	UR-01	35* Years	Essential : <ol style="list-style-type: none"> 1. Bachelor's degree from a recognized university. 2. 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. 3. Skill test norms: <ol style="list-style-type: none"> a) Dictation: 10 minutes@100 wpm b) Transcription: 40 minutes (English) c) Computer proficiency viz. Typing Skill, Word Processing, Spread Sheet, Internet, Email Communication. Desirable: <ol style="list-style-type: none"> 1. Degree/ Diploma in Computer Application/ Science. 2. Diploma in Office Management and Secretarial Practice. 3. Knowledge of service rules applicable for Central Government establishments. 	In first/second week of July'2017. Exact date & time will be placed on the college website.
2.	MTS-Daftry (Consolidated monthly salary of Rs. 11000/-)	UR-02	25* Years	Essential: 10 th pass or equivalent from recognized Board / Institution. Desirable : Experience in office working and maintenance of Office records.	15.06.2017 (Thursday)

	MTS-Plumber (Consolidated monthly salary of Rs. 11000/-)	UR-01	25* Years	Essential: 10 th pass or equivalent from recognized Board / Institution. Desirable : Atleast three years' experience in field of plumbing.	15.06.2017 (Thursday)
4.	MTS-Office (Consolidated monthly salary of Rs. 11000/-)	UR-01	25* Years	Essential: 10 th pass or equivalent from recognized Board / Institution.	In first/second week of July'2017. Exact date & time will be placed on the college website.
5.	MTS-Carpenter (Consolidated monthly salary of Rs. 11000/-)	UR-01	25* Years	Essential: 10 th pass or equivalent from recognized Board / Institution. Desirable : Atleast three years' experience in field of Carpentry.	In first/second week of July'2017. Exact date & time will be placed on the college website.

UR-Unreserved

*Age relaxation and preference will be given to the candidates having experience in the respective field.

General Instructions: -

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 appearing for Walk-in-Test have to register themselves at the College from 2:00 PM to 3:00 PM on 15.06.2017 (Thursday) for the post of MTS-Daftry and MTS-Plumber. The test will start from 3:00 PM on 15.06.2017. The candidates are advised to reach before time and register themselves for the Test.**

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

Any Corrigendum will be placed only on the college website.

