

Dyal Singh College (Evening)
(University of Delhi)
Lodi Road :110003

The College is inviting applications on a plain paper giving all details such as Name, Address, Contact No, Qualifications, Category, Date of Birth, Experience etc. for the following posts on purely Contractual Basis.

Sl.No	Name of the Post	No. of Posts	Category	Consolidated Salary Per Month
1.	Stenographer	One	Gen	11,550/-
2.	MTS(Library Attendant)	Two	1(SC) 1(OBC)	8,250/-

For SL. No. 1

Essential:

- 1) Passed Sr. Secondary School (10+2) Examination or its equivalent examination.
- 2) Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English.

Desirable:

- 1) Knowledge of Computers.
- 2) Diploma in Computers and/or Office Management and Secretarial Practice.

For SL. No. 2

Essential:

- 1) Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
- 2) Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:

Computer as a subject at Secondary level or Basic Course in Computers from any Institution.

Applications together with self-attested copies of testimonials should reach the Principal latest by April 18, 2013. The list of applicants who are required to appear for the written test and Shorthand/typewriting test will be uploaded on the website of the College www.dsec.in No separate communication will be sent to individual applicant for the tests.

The result of tests and date of interview will be notified on the website of the College as well as on the notice board of the College.

The College reserves the right to change the No. of posts or not to fill any post.

Acting Principal

C.C. : The Director Computer Centre, Du to notify the advertisement on the du website.