# Department of Adult, Continuing Education & Extension University of Delhi Delhi – 110007

17.12.2012

### **NOTICE**

The Department is inviting applications on a plain paper given all details such as Name, Address, Qualifications, Category, Date of Birth, Religion, Experience etc. For the post of **Junior Assist-cum-Typist** on purely contractual basis by 02.01.2013.

Sr. No.	Name of the Post	No. of Post	Consolidated
1	Junior Assistant-cum-Typist	One	Rs. 11,5,50/-

#### **Qualification Required**

#### **Essential:-**

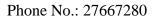
- 1. A Senior Secondary school certificate (+2) or its equivalent from a recognized Board / University, Institution with at least 50 % marks or a Graduate from recognized university.
- 2. Having a Typing speed of 40 w.p.m. in English Typewriting through Computers.

#### **Desirable:-**

1. Degree / Diploma in Computer Application / Science and Knowledge of operation of latest packages relating to pay roll. Accounts MIS etc.

Candidates fulfilling the above qualification may submit their application on the enclosed performa along with self attested photocopies of certificates of educational qualifications, date of birth, caste/category certificate (SC/ST/OBC/PH) in the office, Department of Adult, Continuing Education & Extension, University of Delhi, Delhi – 110007.

Dr. Rajesh Head





## DEPARTMENT OF ADULT, CONTINUING EDUCATION & EXTENSION UNIVERSITY OF DELHI DELHI – 110007.

Name Father's Name	:			Please paste self-attested passport size photograph here
Date of Birth				nere
Age: (as on 02.01.2013)	:			
Category (SC/ST/OBC/UR)	:			
Postal Address	:			
Mobile No:	:			
E-mail id, if any	:			
Educational Qualifications	:			
Qualification	Board/ University/ Institution	Year of Passing	% of Mar	ks
I declare that the above info case any of the above partic cancelled.				
Dated		———— (Signatur	e of the Appl	