

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



Phone No.: 27667280

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

Please paste
self-attested
passport size
photograph
here

Name : _____

Father's Name : _____

Date of Birth : _____

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 Marks

I declare that the above information is true to the best of my knowledge and belief. In case any of the above particulars are found incorrect, my candidature will be treated as cancelled.

Dated

(Signature of the Applicant)