

**KALINDI COLLEGE**  
**(University of Delhi)**  
**East Patel Nagar**  
**New Delhi-110008**

**NOTICE**  
**WALK – IN- INTERVIEW**

27.8.2013

The college shall conduct Walk-in-Interview for the following Non-Teaching posts (purely on contract basis) as mentioned below :-

S.No	Name of the Post	No. of Post	Category	Consolidated Salary Per Month(Rs.)	Date and Time of Interview
1.	Section Officer (Administration)	One	UR	17,600/-	5.9.2013 at 9.30 a.m.
2.	Lab Attendant (Journalism)	One	UR	8,250/-	5.9.2013 at 11.30 a.m.
3.	Tabla Accompanist (Music Department)	One	UR	13,200/-	5.9.2013 at 2.00 p.m.

**Essential Qualification and Experience for the post of Section Officer:**

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks, and Diploma/Certificate of minimum 6 months duration in Computer Application/Office Management /Secretarial Practice/Financial Management/Accounts or equivalent Discipline.

OR

Graduate Degree with minimum 50% marks in Computer Application / Office Management/Secretarial Practice/Financial Management/Accounts or equivalent discipline from a recognized University.

And

2. Minimum 6 Years of Administrative Experience

**Age Limit:** Maximum 35 years (as on 5.9.2013). For Candidates already in service, the Government/University Employees shall be given the age relaxation as per Rules. Persons retired from Government Depts. / PSU may also apply.

**Essential Qualification and Experience for the post of Lab Attendant (Department of Journalism):**

1. A senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution with at least 50% marks.
2. Diploma in Electronics from a recognized University.

**Age Limit :** 27 years

**Essential Qualification and Experience for the post of Tabla Accompanist:-**

1. A senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
2. Degree / Diploma in Tabla / Pakhawaj or should have undergone training in Tabla / Pakhawaj under an establishment Guru, for a period not less than 3 years.
3. 3 to 5 years minimum experience of accompaniment with eminent artists and as a solo payer.

**Desirable:**

1. Knowledge of other percussion instruments like dholak, naal etc.
2. Knowledge of playing Harmonium.
3. Knowledge of Hindustani Music (Vocal / Instrumental)
4. Two years of working experience in University College / recognized Institution / A.I.R./ Dordarshan.

***Candidates are required to bring all the documents / testimonials in original alongwith a set of photocopy self attested and a copy of CV. The candidates who are presently working will have to submit “No Objection Certificate” from the current Employer.***

Please Note:

1. Relaxation in the qualification may be made at the discretion of Head of the office.
2. The appointment of the candidate shall be for three months initially, which may be renewed, if necessary. However, the appointment shall be terminated when the regular employee joins the post.
3. The college reserves the right to change the nature and/or to abolish any or all posts without assigning any reason.

**PRINCIPAL**

