

**DEPARTMENT OF COMMERCE  
UNIVERSITY OF DELHI  
DELHI -110007.**

Applications are invited for the post of Junior Assistant (JACT) in the Department of commerce, University of Delhi, Delhi-110007 on contract basis @ Rs. 18,960/- p.m. for a period of six months which may be renewed for a further period of six months on consolidated salary as per University rules.

**Eligibility Criteria:**

**Essential Qualification:**

I. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University, and Diploma/ Certificate of minimum 6 months duration in Computer Application / Office Management/ Secretarial Practice/ Financial Mangement /Accounts or equivalent discipline.

**OR**

Graduate Degree in Computer Application/Office Management / Secratarial Practice/Financial Management /Accounts or equivalent discipline from a recognized University.

II. Having a typing speed of 40 w.p.m in English or 30-w.p.m in Hindi Typewriting through computers.

**Desirable:**

At least 3 years' experience in the relivent field, preferably in a government department/Hostel, organization or commercial establishment of repute.

**Age Limit:** 27 years (Relaxation of age as per University of Delhi rules.)

A test for this post will be conducted in the following manner:

I. Objective Type Test comprising of General Intelligence and Reasoning Ability, Arithmetic & Numerical Ability, Language & Communication Skills and Drafting/Letter writing.

II. Skill Test.

Interested applicant fulfilling the above criteria are required to submit applications on the enclosed proforma along with self-attested photocopies of all relevant certificates and one passport size photograph to the Head, department of commerce, University of Delhi latest by **Friday, 10<sup>th</sup> August, 2018.**

  
24/7/18

**HEAD OF THE DEPARTMENT**

# University of Delhi

## Application for the post of Junior Assistant on Contract Basis-2018

Name : \_\_\_\_\_  
Father's Name : \_\_\_\_\_  
Gender (Male/Female) : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Age (as on 10/08/2018) : \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days  
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.

Signature of Applicant

Dated: \_\_\_\_\_

**Note:- Please attached the following Certificate:- (as applicable)**

1. Senior Secondary School or equivalence.
2. Graduation Certificate/ Degree.
3. Diploma /Certificate.
4. Date of Birth Xth Certificate.