

INDRAPRASTHA COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)

No. IPC/2017/
Dated: 29.06.2017

IPC/16/108

NOTICE

Applications are invited for the post of Junior Assistant (UR-1) on contract basis for a period of six months at the consolidated salary of Rs. 15,800/- per month.

Age: 27 Years

Qualification:

1. *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 Management/ Accounts or equivalent discipline.*

OR

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

2. *Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.*

Eligible and interested candidates may send their Bio-data with self-attested photocopies of testimonials/ documents to the Principal, Indraprastha College for Women, University of Delhi, 31, Sham Nath Marg, Delhi-110054 latest by 11th July 2017



(Dr. Babli Moitra Saraf)
Principal