

**INDRAPRASTHA COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)**

No. IPC/2017/01/12
Dated: 01.12.2017

Walk-In-Interview

Applications are invited for the post of Data Manager on contract basis at the consolidated salary of Rs. 50,000/- per month (Negotiable).

Age Limit: 35 Years

Qualification: *Graduate Degree in any discipline from a recognized University with 55% marks.*

Experience: *Five years in the Higher Educational Institution/ Sector (May be relaxed for a candidate who is sufficiently conversant).*

Job Responsibilities: *Data mining and classification, knowledge of software and social media applications, noting, drafting, writing and presentation of reports. Excellent communication skills. High level of proficiency in English.*

Eligible and interested candidates may come for walk-in-interview to be held on 11th December 2017 at 10:30 am in the Principal's Office, Indraprastha College for Women, University of Delhi, 31, Sham Nath Marg, Delhi-110054.

Note: 1. Reporting Time 10:00 am sharp.

2. Please bring original documents along with bio-data and a set of self-attested photocopies of testimonials/ documents.



(Dr. Babli Moitra Saraf)
Principal