



# SHRI RAM COLLEGE OF COMMERCE

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SRCC/AD-23/2015/

July 14, 2015

## VACANCY CIRCULAR FOR THE POST OF ASSISTANT ON CONTRACTUAL BASIS

Interviews for the post of Assistant (*on purely contractual basis*) will be held on **August 1, 2015** at **10:00 AM** in the Committee Room of the college. Candidates fulfilling the eligibility criteria as stated below are invited to appear for personal interview along with their CV, in prescribed format attached herewith, and all testimonials and experience certificates in original as well as self-attested photocopies thereof:

### Educational qualifications and experience

1. Graduate from recognized University in any discipline with working knowledge of computers, **and** Diploma/ Certificate of minimum 6 months' duration in Computer Applications/ Office Management/ Secretarial Practice/Financial Management/ Accounts or equivalent discipline.

**OR**

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

2. Minimum 2 years' experience of working in Administration, preferably in Accounts & Finance.

**Remuneration :** Rs. 15,800/- per month consolidated as per University's norms.

The incumbent is generally expected to work under the supervision of Administrative Officer/ Section Officer. He/ She should possess an aptitude for drafting/ noting in English and Office Procedure in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/ General Administration/ Establishment/ Purchase/ Accounts & Finance.


### How to apply

Candidates interested to apply may send their latest CV, in the prescribed format, along with a photo identity proof **through email to [ao.admin@srcc.du.ac.in](mailto:ao.admin@srcc.du.ac.in) latest by July 27, 2015**. CVs received thereafter will not be considered.

### Important instructions

1. The appointments to be made on purely contractual basis and services would be liable to be terminated without assigning any reasons thereof.
2. Candidates are required to carry their latest CV, in prescribed format, along with testimonials and experience certificates (original & self-attested photocopies).
3. The college reserves the right to increase or decrease the vacancies or not to make any appointments.
4. No TA/ DA will be paid for attending the interview.



  
PRINCIPAL



14.	Work Experience:				
	Name of Organization	Designation	Working Period		Salary/ Pay Scale
			From	To	

15.	Do you know typewriting (Yes / No)	
	If yes, Speed in English Typing (w.p.m.)	
	If yes, Speed in Hindi Typing (w.p.m.)	
16.	Do you have compute proficiency If yes, state which of the following you know and work with confidence  <i>(MS Word, MS Excel, MS Power Point, Handling emails, Browsing and Searching)</i>	

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Name of Applicant :

Date :