



# SHRI RAM COLLEGE OF COMMERCE

(UNIVERSITY OF DELHI)

Maurice Nagar, Delhi 110 007

## Advertisement No. SRCC/AD/2011/21/03

Applications are invited for the post of Junior Assistant from the desirous candidates in the prescribed format. The details of the Posts, number of vacancies, qualifications required, pay scale, procedure for filling vacancy etc. is given under:

Sl.No.	Name of Post	No. of Post		Age Limit	Pay Band	Grade Pay
		Gen	OBC			
1.	Junior Assistant	4	1	27 yrs. As on 30.06.2011	5200-20200	Rs. 1,900

\* One Post is reserved for the category of Persons with Disability (OH)

The pay and allowances payable shall be as per rules of the University of Delhi.

### Qualifications Required:

1. Passed in Senior Secondary (i.e.10+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks OR graduate from a recognized university.
2. Having typing speed of 40 w.p.m. in English through computers.

### Desirable qualification:

1. Degree/Diploma in computer Application/Science and knowledge of operation of latest packages relating to pay roll, accounts, MIS etc. Or
2. Diploma in Office Management and Secretarial Practice.

### Selection Process :

Candidate will be required to appear and qualify a written test comprising of four parts (i) General Intelligence (50 marks), (ii) General Knowledge (50 marks), (iii) General English (50 marks), (iv) Numerical Ability (50 marks). The external candidate will have to obtain at least 45% marks in each of the four components and 55 % marks in aggregate to make them eligible for aptitude test. However, the candidates belonging to the OBC/PwD categories and internal candidates will be given 5 % relaxation in the required minimum marks i.e. they will have to obtain 40 % in each of the components and 50% in the aggregate. Out of the candidates, who qualify in the written test, will be required to appear and pass aptitude test Type Test at a minimum speed of 40 w.p.m. in English Typing and essay test of one hour duration carrying 100 marks. The successful short-listed candidates will be required to appear for personal interview for final selection.

### General Notes:

1. Candidates can obtain the application form from the College office on payment of Rs.100 (Rs.50 for candidates belonging to reserved categories) on all working days between 9.00 a.m. to 12.30 p.m. 2.30 p.m. to 4.30 p.m.
2. Candidates can also download the application form from the college website. A bank draft of Rs.100 (Rs.50 for candidates belonging to reserved categories) should be attached with the application form.
3. Candidates would be required to submit self attested copies of documents mentioned in the Application Form at the time of applying.
4. College reserves the right to change/alter the nature and number of post(s) and not to fill any or all the posts advertised.
5. The relaxation in age to candidates belonging to OBC and PwD categories will be as per Delhi University/Government of India rules.
6. Candidates already in service should send their application through proper channel.
7. The last date for submitting the application is 19.08.2011
8. Application other than in prescribed form, incomplete application, unsigned application, application without prescribed fee, application without required documents/testimonials or application reaching after the closing date by Post/Courier will be rejected without further reference.
9. No. T.A. or D.A. will be paid for appearing in the written test and interview.

PRINCIPAL