



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007

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SRCC/AD/21

October 18, 2012

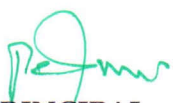
NOTICE FOR POSTS ON CONTRACT BASIS

Applications are invited from deserving candidates for the following posts on contract basis:

Posts	Maximum Age limit	Minimum Qualification	Desirable
Assistant (Two Posts)	30 years	Graduate from a recognized University.	Candidate with at least one year working experience in the area of accounts & finance, accounting software and working knowledge on computers will be given preference.
Jr. Assistant (Two Posts)	27 years	Passed class XII examination with II division	Graduate candidates with working knowledge of MS Office will be given preference.
Library Attendant (Two Posts)	30 years	Passed class X examination Certificate Course in Library Science	Candidates having undergone some training or working experience in any library and some working knowledge on computers will be given preference.

General Conditions & Notes:

1. Applicants for the posts of Assistant & Junior Assistants will be required to appear for the type test in English on computer to adjudge their working ability on computers.
2. Candidates will have to appear for the Personal Interview.
3. Only limited candidates will be invited for the type test and interview.
4. Candidate should send their resume through email at srccvacancies@gmail.com in the attached application form. The last date for submitted application is 31.10.2012. Applications received after 31.10.2012 will not be considered.
5. Salary will commensurate with the qualification and experience, however, a minimum start will be given as per prevailing rates in the University of Delhi.
6. The vacancy will purely be on contract basis for a period of six months, renewable on satisfactory performance.
7. The documents of candidates will be verified at the time of interview.
8. The college reserves right to change/alter the nature and number of post(s) and not to fill any or all the posts notified.


PRINCIPAL

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(University of Delhi)
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