



SHRI RAM COLLEGE OF COMMERCE

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May 6, 2016

VACANCY CIRCULAR FOR THE POST OF ASSISTANT ON CONTRACTUAL BASIS

Applications are hereby invited from eligible candidates for one post of **Assistant** to be appointed *on purely contractual basis* for a period of 6 months to start with and extendable further on satisfactory performance of duties.

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.

Role & responsibilities : 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 only to ao.admin@srcc.du.ac.in** latest by **May 15, 2016**. Please mark the email '*Application for the post of Assistant*' in the subject line. CVs received after the last date will not be entertained.

Applications will be screened and shortlisted candidates will be invited to appear for a personal interview. Shortlisted candidates will be informed of the date of interview through email and notice on the college's website.

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. The college reserves the right to increase or decrease the vacancies or not to make any appointments.
3. No TA/ DA will be paid for attending the interview.




PRINCIPAL