



SHRI RAM COLLEGE OF COMMERCE

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SRCC/AD-23/2016/

December 13, 2016

VACANCY CIRCULAR FOR THE POST OF OFFICE ASSISTANT ON PURELY CONTRACTUAL BASIS

Applications are hereby invited from eligible candidates for the post of **Office Assistant** to be appointed on *purely contractual basis* initially for a period of 6 months 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. 15,000/- per month consolidated.

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 fully 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 adminoffice@srcc.du.ac.in latest by December 24, 2016**. Please mark the email '*Application for the post of Office 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. These vacancies are not against regular posts and 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.



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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 computer proficiency If yes, state which of the following you know and work with confidence (MS Word, MS Excel, MS Power Point, Handling emails, Browsing and Searching)	
17	Any other information	

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 and if appointed, my employment is liable to be terminated on this ground.

Signature :

Name of Applicant :

Date :