



KIRORI MAL COLLEGE

(University of Delhi) Delhi-110007

किरोड़ीमल महाविद्यालय

(दिल्ली विश्वविद्यालय) दिल्ली-११०००७

Tel. : 27667861
दूरभाष : २७६६७८६१

18 March 2021

ADVERTISEMENT FOR THE RECRUITMENT OF JUNIOR ASSISTANT ON CONTRACTUAL BASIS

Applications are invited for the Two (02) post of Junior Assistant on Contractual basis for a period of 03 months on consolidated salary of Rs. 18,960/- p.m. (fixed) with the following qualifications. The appointment will be purely on contractual/ temporary basis and the incumbent shall have no claim for regularization.

Educational Qualifications:

Essential:

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized board/ University/ Institution with at least 50% marks or a graduate from a recognized University, and Diploma / Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts equivalent discipline.

OR

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

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

Age Limit:

27 Years (as on date of application)

(Age relaxation will be allowed as per University of Delhi Rules/ guidelines).

The candidates are required to submit the application in the prescribed format along with the self-attested copies of the requisite documents with mobile no. & E-mail on or before 26.03.2021 up to 5.00 p.m. applications should be send to the Principal, Kirori Mal College North Campus, University of Delhi, Delhi-110007 by registered/ Speed Post or can be submit personally in the office. The candidate should super scribe on the envelope "Application for the post of Junior Assistant".

The college reserves its right not to fill up the post advertised and to increase or decrease the number of post(s) as per requirement.

V. Chauhan
(Prof. Vibha Singh Chauhan)

Principal

(प्रो. विभा सिंह चौहान)

Prof. Vibha Singh Chauhan

प्राचार्या/Principal

किरोड़ी मल कॉलेज/Kirori Mal College

दिल्ली विश्वविद्यालय/University of Delhi

दिल्ली-110007/Delhi-110007



KIRORI MAL COLLEGE

(University of Delhi)

Delhi-110007

College Website : www.kmcollege.ac.in

APPLICATION FORM FOR NON-TEACHING POSTS

Affix here
Recent Passport
size
Photograph

1. Name of the Applicant Mr./Miss/Mrs.
(in Block Letters)

2. Father's Name

3. Date of Birth (i)
D D M M Y Y Y Y

(ii) Age : Years : Months as on :

4. Category to which you belong (Gen./SC/ST/OBC/PwD)

5. (a) Address for Communication

.....
.....

Phone No. Mobile No.

Email :

(b) Permanent Address

.....
.....

Phone No.

6. Sex..... (Male / Female)

7. Nationality.....

8. Marital Status.....

9. Educational Qualification (from 10th onwards)

Exam Passed / Degree Obtained	Board/University	Institution	Passing Year	% marks and Division

10. Professional/Technical Qualification(s) :

Exam Passed / Degree Obtained	Board/University	Institution	Passing Year	% marks and Division

11. Work Experience :

Name of Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

12. Do you have computer proficiency _____ (Yes/No)

If yes, state which of the following you know and work with confidence ()

MS Word Internet Usage like

: MS Excel E mail/Searching

: MS Power point

I hereby declare that the above 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.

.....
(Signature of Applicant)

Place :

Date :