



सी-4 जनकपुरी, नई दिल्ली-110058 | C-4, Janak Puri, New Delhi-110058

दूरभाष : 011 43273000 फैक्स : 43273040, 43273060 | Ph. : 011 43273000 Fax : 43273040, 43273060

E-mail : principalbc@gmail.com | Website : www.bharaticollege.du.ac.in

BC/2021/ 871

25.10.2021

APPLICATIONS ARE INVITED FOR OMSP INSTRUCTOR (GUEST FACULTY). THE LAST DATE FOR RECEIVING THE APPLICATION IS 01.11.2021.

Please MAIL your CV guestinterview@bharati.du.ac.in in a one single **PDF format** relating to academic qualification, experience etc.

The date for walk-in-interview will be intimated to the shortlisted candidates on phone. Please mention your mobile number on your CV.

1. OMSP (Instructor) Guest Faculty

Essential Qualifications:

1. A Graduate from a recognized University in any discipline with working knowledge of computers.
2. Diploma/Certificate of higher or lower grade in English Shorthand and Typewriting of an examination body other than UPSC.
3. Teaching experience in English Shorthand through common words: (b) Vertical, horizontal or higher frequency word pattern of teaching typewriting and (c) General English.
4. Aptitude for teaching English Shorthand and Typewriting.
5. Minimum of 10 years "service as English Stenographer".

Desirable Qualification:

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

Rekha

Dr. Rekha Sapra
Offtg. Principal