

**BHARATI COLLEGE  
(UNIVERSITY OF DELHI)  
C-4, JANAK PURI,  
NEW DELHI - 110058**

**Ref. No.: BC/Contract/2020/466**

**Dated: 26-10-2020**

Bharati College invites applications from exceptionally talented and motivated candidates to fill up the post of Junior Assistant on contractual basis:

**1. Junior Assistant: 01 Posts on contract**

**Essential:**

- a) 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 Applications / Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

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

- b) Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

**Maximum Age Limit: 27 years**

**NOTE:**

The incumbent is expected to work under the close supervision of Section Officer/ Administrative Officer. He should possess an aptitude for drafting / noting in English, office procedure, Data Processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/Examinations/Housekeeping/Establishment/HR/Legal/Purchase/Accounts & Finance/Project Management/Public Relations.

**Remuneration of Rs.18,960/- p.m. (Consolidated) or as prescribed by University of Delhi from time to time.**

**General Conditions:**

1. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, has been decided to discontinue interviews for recruitments at all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts in the light of Dopt OM No. 39020/01/2013-Estt (B) – Part dated 29.12.2015.

2. All the Candidates will be required to appear in Typing Test/Written Examination to adjudge their ability of expression and knowledge relating to their work as prescribed by the University of Delhi.
3. List of candidates short listed for test will be notified on college website and by email. Interested candidates are requested to monitor on same.
4. The appointments will be purely on temporary basis and can be terminated at any time without any notice. The appointee will have no claim with the College for regularization of service for this or any other post. The contract shall be of six months which may be further extended.
5. Interested candidates may apply for the post by sending Bio-data and covering letter on plain paper. They are also required to attach the relevant documents, testimonials, certificates etc., and send the same to 'The Principal, Bharati College, C-4, Janak Puri, New Delhi - 110058. The envelope must be super scribed as "Application for the post of "Junior Assistant" on Contract basis' and must contain a self-addressed envelope.
6. The application complete in all respects should reach the undersigned latest by 10-11-2020 at 5.00 p.m.

*Reth*

**Officiating Principal**

Offg. Principal  
BHARATI COLLEGE  
(University of Delhi)  
C-4, Janakpuri, New Delhi-58