



अंग्रेजी विभाग
DEPARTMENT OF ENGLISH
दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI
दिल्ली - 110 007
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Ref. No. ENG/2017/ 3084

Dated: November 15, 2017

ADVERTISEMENT

Applications are invited for the post of Secretarial Assistant (on a contractual basis temporary till March 31st, 2018 – likely to be extended) under UGC sanctioned SAP DSA-III Programme in the Department. The required eligibility qualifications/skills/emoluments are as under:

Secretarial Assistant – (1) Post [Temporary]

Age limit: 27 years

Age Relaxation: Upper age limit is relaxable upto 5 years for SC/ ST/ OBC and PwD candidates

Emoluments: ₹ 18, 960/- per month (Consolidated)

Qualifications:

- A Graduate degree or equivalent from an Indian University or an equivalent degree from a foreign University
- Typing Speed: 40 wpm + Familiarity with MS Office
- Knowledge of accounting processes
- Independent Correspondence in English

Desirable:

The desirable requirements are knowledge of administrative processes and work experience at University of Delhi or at another institution of repute.

This is a full time contractual position for a period of six months, renewable for subsequent similar terms at the discretion of the Department, subject to the evaluation of the performance and/or based on any other factors.

The applications of the eligible and desirous candidates fulfilling the requirements should send their Bio-data along with self attested testimonials (By hand/ Post) to the office of the Head, Department of English, Room No. 53, Faculty of Arts, University of Delhi, Delhi. 110-007 latest by **4 pm of 24th November, 2017.**

Yoon...
15. November, 2017

Head of the Department