

**KAMALA NEHRU COLLEGE**  
**University of Delhi**  
**August Kranti Marg**  
**New Delhi-110049**

Date: 05.11.2018

**NOTICE**

Applications are invited for the following posts on contract basis in Kamala Nehru College:-

SN	Name of Posts	No. of Post	Age Limit	Consolidated Salary
1	Junior Assistant	05	27 years	18960/- per month
2	Assistant	01	30 years	18960/- per month
3	Semi Professional Assistant	01	35 years	20040/- per month

**Essential qualification for the post of Junior Assistant:-**

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 or 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.

**Essential Qualification for the post of Assistant:-**

1 A Graduate from a recognized University in any discipline with working knowledge of computers Diploma/Certificate of minimum 6 months duration in Computer Application /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

2 Minimum 2 years of Administrative Experience.


KAMALA NEHRU COLLEGE

**Essential qualification for the post of Semi Professional Assistant :-**

- 1 Graduate in Arts / Science / Commerce or any other discipline or any other higher qualification with 50% marks.
- 2 B.Lib.Sc / B.L.I. Sc. With 50% marks.
- 3 Course in Computer Application at Graduate / PG level or Six months Computer Science course from a recognized institution.

A test for these posts will be conducted as per University of Delhi norms.

Interested applicants fulfilling the above criteria are required to submit the required information in the attached Application Form and send it to the Principal, Kamala Nehru College, University of Delhi, August Kranti Marg, New Delhi-110049 alongwith the self-attested copies of relevant certificate/proof of residence and experience and one passport size photograph. The applications must be reach to this office latest by 26.11.2018.

  
Dr. Kalpana Bhakuni  
Principal (Offg.)

PRINCIPAL  
KAMALA NEHRU COLLEGE  
(University of Delhi)  
August Kranti Marg  
NEW DELHI - 110 049



**KAMALA NEHRU COLLEGE**  
**(University of Delhi)**  
**August Kranti Marg,**  
**New Delhi-110049**

PHOTOGRAPH  
OF APPLICANT  
(SELF  
ATTESTED)

Application form for the post of \_\_\_\_\_

Name : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Category : \_\_\_\_\_

Qualification:-

S N	Examination passed	Board/University	Year	% of Marks	Division	Copies attached
1	10 <sup>th</sup>					Yes/No
2	12 <sup>th</sup>					Yes/No
3	Graduation					Yes/No
4	Other					Yes/No

Experience : \_\_\_\_\_

Address (with ID Proof) : \_\_\_\_\_

Date:

Signature: