



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)
PSP AREA IV, DR. K.N. KATJU MARG, SECTOR-16, ROHINI, DELHI – 110 089**

JANUARY 13, 2018

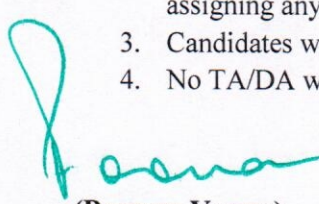
Applications are invited in the prescribed proforma available on the college website i.e. www.sscbs.du.ac.in for the following posts purely on **contractual basis** initially for a period of six months (**likely to be extended**). Applications complete in all respects and self-attested copy of certificates should reach The Principal, Shaheed Sukhdev College of Business Studies, PSP Area IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi – 110 089 on or before **29th January, 2018**.

The details of the post are as under:

SR. NO.	POST	NO. OF POSTS	ESSENTIAL QUALIFICATIONS	EMOLUMENTS (CONSOLIDATED)
1.	Jr. Assistant Age limit: 27 years	01(One)	1. Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/ Institution with at least 50 % of marks or a graduate from a recognized University, and Diploma/Certificate of minimum six months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline. OR	₹ 18,960/- p.m.
2.	Jr. Assistant – cum - Caretaker Age limit: 27 years	01 (One)	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.	

Please note the following:

1. The above posts are purely on contractual basis and the services can be terminated at any time without notice or assigning any reason thereof.
2. The college reserves the right not to fill up the post/s advertised and change the number of posts without assigning any reason.
3. Candidates who wish to apply for both the posts have to fill up separate form for each post.
4. No TA/DA will be paid for appearing in the tests conducted for these posts.


(Poonam Verma)
Principal

