

St. Stephen's College University of Delhi Delhi - 110007				
Applications are invited for filling up the following posts (on contractual basis) as mentioned below. Applications may be sent by email to principal@ststephens.edu within 14 days from the issue of this notice.				
Sl. No.	Name of the Post	No. of Vacancies	Category	Salary (Consolidated)
1.	JACT	3	UR	Rs.18,960/- per month

Eligibility

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 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.

(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 (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Selection will be through a written test followed by a skill test and an interview.

The College reserves the right to withdraw any advertised posts at any time or not to fill up the same without assigning any reason.

Principal