



Dr. P. K. Khurana
Principal

SHAHEED BHAGAT SINGH COLLEGE

(UNIVERSITY OF DELHI)

SHEIKH SARAI (TRIVENI) PHASE-II, NEW DELHI-110 017
NAAC Accredited 'A' Grade

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No.SBSC/3128

Date: 07-12-2017

CORRIGENDUM / ADDENDUM / DEDENDUM

With reference to this college earlier advertisement for the recruitment of Non-Teaching staff published in the Hindustan Times dated 28.03.2017, Employment News dated 01.04.2017, University Website as well as College Website, it is hereby notified that the Essential qualifications for the post of Assistant and Junior Assistant be read as follows:

ASSISTANT (UDC)

Educational Qualification:

1. A Graduate from a recognized University in any discipline with working knowledge of computers and Dipolma / 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

JUNIOR ASSISTANT

Educational Qualification:

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.

All concerned may please note the aforesaid changes/corrections.

In case any applicant who has already applied and wishes to submit the necessary certificate/document as per the qualifications mentioned above may do so within two weeks from the date of issue of this corrigendum.


Principal