



NO.SBSC/ 1777

Date: 26/02/2024

Advertisement
For the post of Junior Assistant on Daily Wages

Applications are invited in the prescribed proforma, available on the College Website for the following **02 posts** under **Unreserved Category** on daily basis likely to be converted into contractual basis as per Delhi University rules:

1. Junior Assistant (Accounts)
2. Junior Assistant (Administration)

Eligible and interested candidates as per details given below are required to submit the application in the prescribed format along with self-attested copies of relevant certificates in the College office latest by 11.03.2024.

1. Essential Qualifications for Junior Assistant (Account Assistant):


- (i) Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution.
OR
Graduate degree in Computer Application/Office Management/Secretarial Practice/ Financial Management/Accounts or equivalent discipline from recognized university.
- (ii) Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.
- (iii) Have working knowledge and experience of at least one year of Tally ERP 9.0.
- (iv) Knowledge of working on Computer MS-Word, Excel, Power Point, Internet, Computerised Accounting System.

2. Essential Qualifications for Junior Assistant(Administration):

- (i) Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution.
OR
Graduate degree in Computer Application/Office Management/Secretarial Practice/ Financial Management/Accounts or equivalent discipline from recognized university.
- (ii) Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.
- (iii) Knowledge of working on Computer MS-Word, Excel, Power Point, Internet, Computerised Accounting System.

The list of shortlisted candidates and schedule of written test and computer typing test will be displayed on the College website only.

The college reserves its right not to fill up the post advertised and to increase or decrease the number of seats as per requirement.


(Prof. Arun Kumar Attree)
Principal



APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied For : _____
Advertisement No. : _____

Paste Passport Size
Photograph
(Self Attested)

1. Name of the Applicant : Mr./Miss/Mrs _____
(in Block Letters)

2. Father's/ Husband's Name : _____

3. Date of Birth : (i) _____

(ii) Age: Years: _____ Months _____ Day _____ (as on _____)

4. (a) Whether belongs to any reserved category : _____ (Yes / No)
If yes, name of the category : _____ (OBC/SC/ST/PwBD(VI/LD/HI))

(b) Whether applying under any Reserved category as per advertisement : _____ (Yes / No)
If yes, name of the category : _____ OBC/SC/ST/PwBD(VI/LD/HI)

5. (a) Address for Communication : _____

Phone No. _____ Mobile No. _____

Email Id _____

(b) Permanent Address : _____

Phone No. _____

Email Id

6. Sex : _____ (Male / Female)

7. Nationality : _____

8. Marital Status : _____ (Married / Unmarried)



9. Educational Qualifications (Secondary onwards):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	%marks and Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	%marks and Division

11. Work Experience:

Name of Organization	Designation	Working Period		Salary/ Pay Scale
		From	To	

12. (a) Do you know typewriting : English.....(Yes / No) Hindi.....(Yes/No)
If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)
(b) Do you know shorthand :English.....(Yes/No) Hindi.....(Yes/No)
If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)

13. Do you have computer proficiency : _____.(Yes / No)
If yes, state which of the following you MS Word Email
know and work with confidence (✓) : MS Excel MS Powerpoint
Browsing & Searching Tally

14. Any other Information : _____



I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

.....
(Signature of Applicant)

Place :

Date :

.....
(Name of Applicant)

GENERAL INSTRUCTIONS

1. Applicants should fill particulars in his/her own hand writing neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self-attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to /applying under any reserved category OBC*/SC/ST/PwBD(VI/LD/HI) must attach self-attested photocopy of caste/category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
* OBC candidates only from the Central List of OBCs' having non-creamy layer status are eligible.
5. The envelope containing application form should be super scribed as:

"Application for the post of"
name of the post

6. Application should be addressed to:

The Principal
Shaheed Bhagat Singh College
Sheikh Sarai, Phase-II
New Delhi-110017

7. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date for submitting applications.
8. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self-attested certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post/courier will be rejected.