



SHRI RAM COLLEGE OF COMMERCE

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SRCC/AD-23/2019/

September 19, 2019

VACANCY CIRCULAR FOR THE POST OF OFFICE EXECUTIVE (ON CONTRACTUAL BASIS)

Applications are hereby invited from eligible candidates for one post of **Office Executive** to be appointed *on purely contractual basis* in Office of the PG Diploma in Global Business Operations (PGD-GBO) for a period of 1 year which may be extended on satisfactory performance of duties. The programme is on Self-finance mode and there is no regular position sanctioned by any public authority.

Essential educational qualification

1. A **Graduate** from a recognized University in any discipline (*preferably in Commerce/Economics/Business Management*) with good knowledge of working on computers.

Desirable

1. **Two years experience** in Educational Administration, General Administration, etc. in government department/ undertakings etc., preferably in a higher educational institution, or private organizations of repute.
2. Degree/ Diploma in Computer Applications/Science and knowledge of operation of latest packages related to MIS/ERP etc.

Age limit: 27 years (as on the last date of receipt of applications).

Remuneration: Rs. 22,000/- per month consolidated.

Role & responsibilities: The incumbent is generally expected to work under the direct supervision and control of the Principal, SRCC and the Coordinator(s) of the GBO programme. He/ She should possess very good word processing skills on computer and well-verse with MS Windows and Excel programmes. The incumbent shall be expected to provide support services in one or more functions related to Educational Administration/Examinations and Internal Assessment/ General Administration/ Establishment/ Purchase/ Accounts and Finance/ Public Relations etc. He/ She should be well versed with organization of meetings, recording proceedings thereof, filing work and maintenance of office records.

Selection Procedure: The selection procedure shall comprise of the following three stages:

Stage I

Written examination to assess writing skills and aptitude of the candidate consisting of the following:

- (a) English language - drafting and noting, grammar etc.
- (b) General Knowledge and current affairs
- (c) Logical Reasoning
- (d) Computer Proficiency Test

Contd... 2/-

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Stage II

English Typing Skill Test

Stage III

Personal Interview for personality test.

How to apply: Candidates interested to apply may submit application in the prescribed application format along with a photo identity proof through email only to ao.admin@srcc.du.ac.in latest by September 27, 2019.

Please mark the email '*Application for the post of Office Executive*' in the subject line. Applications received after the last date will not be entertained.

Important instructions

1. The college reserves the right to screen and shortlist the applicants to be called for Stage-I examination.
2. The appointment to be made will be purely on contractual basis and does not entail any claim/right for regular appointment in the college.
3. The college reserves the right to withdraw/cancel the vacancy circular or not to make any appointment.
4. No TA/ DA will be paid for appearing in examination, skill test or attending the interview.

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PRINCIPAL



14.	Work Experience:				
	Name of Organization	Designation	Working Period		Salary/ Pay Scale
			From	To	

15.	Degree/ Diploma in Computer Applications/ Science and knowledge of operation of latest packages related to MIS/ERP etc.	
16.	Do you know typewriting (Yes/ No)	
	If yes, Speed in English Typing (w.p.m.)	
	If yes, Speed in Hindi Typing (w.p.m.)	
17.	Any other information	

18. Do you fulfill essential qualifications and experience required for the post? [Yes/ No] _____

I hereby declare that the 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 and if appointed, my employment is liable to be terminated on this ground.

Signature :

Name of Applicant :

Date :