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MATA SUNDRI COLLEGE FOR WOMEN

(UNIVERSITY OF DELHI)

MATA SUNDRI LANE, NEW DELHI-110 002

PHONE : 23237291
FAX : 23236102



Ref. No. : MSC/ADMN/223/2019-311

Dated : 16/05/2019

NOTICE FOR WALK IN INTERVIEW / TEST

The eligible candidates for the post of Senior P.A. to Principal as per the Recruitment rules of University of Delhi on contractual basis for short period under General Category are requested to appear for the Test / Interview on 30th May, 2019 at 11:30 A.M.

Qualifications:

- A Bachelor's Degree from a recognized University.
- Three years of Post qualification work experience as Private Secretary / Personnel Assistant/Steno/Executive Assistant/Executive Secretary in a government department / University / Autonomous Bodies/ PSUs/ Educational Institution.
- Computer proficiency viz. Typing Skill, Word Processing, Spreadsheet, Internet, E-mail communication etc.

Desirable:

- Diploma in Computer Application
- Diploma in Office Management & Secretarial Practice

Harpreet Kaur

Dr. Harpreet Kaur
Principal