



Hansraj College

University of Delhi
Mahatma Hansraj Marg, Malka Ganj
Delhi - 110007

हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय
महात्मा हंसराज मार्ग, मल्कागंज
दिल्ली 110007

Date: 9th October 2018

MAHATMA HANSRAJ FACULTY DEVELOPMENT CENTRE
Under Pandit Madan Mohan Malviya National Mission on Teachers and Teaching
A Ministry of Human Resource and Development Initiative
WALK-IN-INTERVIEW

A Walk -in -interview will be held for the following unreserved post on 16th October 2018 (Tuesday) at 10.30 am at the FDP Centre Office (Library, Second Floor, Hansraj College)

1. OFFICE ASSISTANT

Pay: Rs. 15000 pm (consolidated)

Tenure : 3 Months and can be extended after a performance review

Minimum Qualification: Graduate – Full time 3 year undergraduation programme from a recognized University.

Candidates with Additional diplomas in typing/computers/technical training will be given preference

Skills and Job Description

- Assisting in Co-ordinating various programmes of the FDP Centre
- Designing schedules and coordinating with the resource persons
- Co-ordinating with participants(travel, accommodation, fees collection etc.)
- Handling official communication and correspondence with other universities and government agencies
- Maintaining office records and accounts
- Should have working knowledge of accounts
- Proficient with MS-Office
- Good English Writing Skills

2. IT SUPPORT STAFF

Pay: 15000 pm (consolidated)

Tenure : 3 Months and can be extended after a performance review

Minimum Qualification: Graduate – Full time 3 year undergraduation programme from a recognised University preferably in computer science. Candidates with

Additional diplomas in typing/computers/technical training will be given preference. DOEAC A Level/O Level , PGDCA , MCSA will be given preference

Skills and Job Description

1. Understanding web content and knowledge of uploading/creating and editing content on the FDP centre website
2. Managing IT infrastructure of the centre including computer systems/ wifi network/ printers/ projetors/ laptops
- 3 Providing IT support during the programmes of the centre
- 4 Working knowledge of software installations and latest softwares in educational institutions

Note:

1. Please bring ONE PAGE CV on good quality A-4 plain paper on the date of interview. Along with original and one photocopy set of degrees and certificates
2. No TA/DA will be paid for attending the interview
3. College reserves the right to cancel/postpone the interview without assigning any reason

Rakesh Batra

(DR. RAKESH BATRA) Coordinator

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Mr. S.K. Gupta / Mr. Anil Tyagi