



NOTICE

WALK-IN-INTERVIEW

28.11.2014

The following post are available under Meta University Programme for appointment on consolidated salary. The details are as under:

S.No	Name and No. of Post	Consolidated Salary	Nature of appt.	Period
01	Technical Assistant (01)	Rs. 15,000/- pm	Contractual	Till 31.3.2015
02	Office Assistant (01)	Rs. 12,000/- pm	Contractual	Till 31.3.2015

1. Qualifications for the post of Technical Assistant:

- Essential qualification: 3 year diploma in Electronic/Computer Engg/IT from a recognized University/Institutions.
- Desirable:
 - 1) Proficiency in English
 - 2) Handling of computers, LAN updating & configuring of softwares and familiar with electronic equipment.

2. Qualifications for the post of Office Assistant:

- Essential qualification: Sr. Secondary School Certificate from a recognized Board
- Desirable: Proficiency in English & Computer Typing

Interested candidate may appear in the walk in interview to be conducted on **09.12.2014** at 3.00 **pm** in the Conference Room, AJKMCRC, Jamia Millia Islamia, New Delhi-110025.

Candidate are required to bring a set of Xerox Copy of their recent CV and qualifying degree (certificate/mark-sheet) along-with original documents. No TA/DA will be paid.

The appointment may be extended further depending upon the performances/satisfactory progress of the candidate and the availability of funds. The University reserves the Right to extend/terminate the service of the candidate at any point of time.

(Signature)
 (Prof. B.B Khan)
 Offg. Director