

Vacancy Notice

Applications are invited for the following posts on contractual basis for Delhi University Women's Association.

Sr. No.	Post	No. of posts	Qualifications	
			Essential	Desired
1	Assistant (accounts)	1	Graduate from a recognized University in Commerce with knowledge of computer/word processing and Tally/ experience in Financial Management / Accounts or equivalent discipline.	Minimum 2 years of work/administrative/ accounts/experience.
2	Office secretary	1	A graduate from a recognized University.	Diploma in computer applications/work experience in word processing/office work/typing/drafting letters/official communication, etc.
3	Driver-cum-Attendant	1	Minimum 10 th standard pass. Minimum 5 years with Commercial Driving License.	Work experience in some office as Attendant/Peon.

Last date of application: 29th February, 2016.

Interested candidates may kindly send application on plain paper with their Bio-data at DUWA office between 10: 00 am – 5:30 pm, or by email to duwaassociation@gmail.com.

Note: Preference may be given to lady candidates.

Address:

Delhi University Women's Association
7, Chhatra Marg, Delhi University Delhi-110007
27667742, 27666851