May 2, 2013

Dear Sir/Madam,

In response to your application for the following non-teaching vacant posts in Ramjas College vide advertisement on Hindustan Times on 18th November 2012 and in Employment News on December 8th 2012 as mentioned below :-

1. JACT : (Junior Assistant cum Typist)
   4 (UR); 1 (SC); 1 (OBC)
   
   (a) The written/aptitude test will be held on Saturday the 25th May 2013 at 10.00 a.m. The duration of the test is 2 hrs.
   
   (b) Those who qualify the above test shall be eligible to write essay and typing test on Sunday the 26th May 2013 at 10.00 a.m. The duration of the essay is 1 hour and typing test is 10 minutes.

2. Semi Professional Assistant (Library)
   1 (UR)
   
   (a) The written/aptitude test will be held on Saturday the 25th May 2013 at 10.00 a.m. The duration of the test is 2 hrs.

3. Multi Tasking Staff - 12
   08 (UR); 03 (OBC); 02 (SC)
   
   Lab. Attendant – 09
   Library Attendant – 01
Office Attendant - 01
Mali - 01

(a) The written/aptitude test will be held on Saturday the 25th May 2013 at 2.00 p.m. The duration of the test is 2 hrs.

Please note the following:

1. There will be one computer based test.

2. Candidates are required to deposit Rs. 600/- for general category and Rs. 400/- for SC/ST/OBC category either through D.D. or by depositing cash to the College Account Counter. D.D. may be made in favour of Ramjas College. Cash will be accepted with the Accounts Office till 2.00 p.m. daily by 15th May 2013.

3. Only those candidates who make the payment shall be issued an Admit Card for the test.

4. A mock test will be available from the website of the college for practice by May 20, 2013 onwards only for registered candidates.

5. The post of Chowkidar has been abolished as per the direction of the Delhi University.

6. Please note only those candidates who have been issued admit card will be allowed to write the above tests. Your eligibility for the post you have applied for shall be decided before the interview call if issued.

Yours sincerely,

Principal