



DELHI INSTITUTE OF ADVANCED STUDIES

Plot No. 6, Sector-25, Rohini, Delhi-110085
Re-Accredited with 'A' Grade by NAAC
(Approved by AICTE & Affiliated with GGSIP University for B.Com(H), BBA, MBA & MBA (FM) Programmes)
(An ISO 9001:2015 Certified Institution)



QUALIFICATIONS FOR ADMINISTRATIVE STAFF

I QUALIFICATIONS & EXPERIENCE

<i>Assistant Registrar</i>	<ul style="list-style-type: none"><input type="checkbox"/> Master's Degree with at least 55% Marks in Commerce/MBA (Finance), and minimum 3 years of administrative experience preferably in an Educational Institution.<input type="checkbox"/> Proficiency in English language, computer skill, drafting, effectively managing the junior staff and liaising/coordination with appropriate authorities will be essential.
<i>Assistant Librarian</i>	<ul style="list-style-type: none"><input type="checkbox"/> B.Lib/M.Lib degree(s) with minimum 2 years experience, preferably in an educational institution.<input type="checkbox"/> Higher academic/professional qualifications will be preferred.<input type="checkbox"/> Proficiency in English language, computer skill, drafting, effectively managing the junior staff and liaising/coordination with appropriate authorities will be essential.
<i>Office Assistant</i>	<ul style="list-style-type: none"><input type="checkbox"/> Graduate with proficiency in computers, maintaining office records and command over English language are essential. Stenography skill is desirable.

II OTHER REQUIREMENTS

- Application has to be in the prescribed form. Applications not in the prescribed form or having incomplete details are likely to be rejected.
- Duly filled in application form can either be submitted online or in person at the Institute's address mentioned above.