



**DAYALBAGH EDUCATIONAL INSTITUTE**  
(Deemed University)  
DAYALBAGH, AGRA – 282 005

**Temporary Vacant Positions in DEP-DEI**  
**(December 2017)**

Applications on plain paper alongwith certified copies of testimonials are invited for Non-Teaching posts in Distance Education Programme on purely Temporary for **one year** as per details below:-

S. No	Post	No. of posts	Category/Salary (Per month)	Essential Qualification	Desirable Qualification
1.	Accounts Officer/ Incharge	1	Highly Skilled 15,000/-	Graduate. Preference will be given to Commerce Graduate.	At least 5 years experience in Accounts and proficiency in Tally Software. Preference will be given to candidates with experience of handling Accounts Department.
2.	Computer Assistant/ Computer Operator/ Secretarial Assistant	5	Skilled/ Clerical 8,015/-	Graduate with proficiency in computer operations. Preference will be given to candidates who have additionally passed course in computer operations.	Atleast 3 years experience in computer operations and having sound knowledge of MS Office, specially MS Word, Excel, Power Point and Internet usage. Proficiency in English / Hindi typing. Knowledge/experience of editing/formatting of material in Hindi and English is desirable. Should be able to operate email account and other computer related activities.
3.	Warehouse-cum-Filing Assistant	1	Semi-Skilled 6,825/-	Graduate in any discipline.	Atleast 4 years relevant experience specially in Warehouse handling and office filing and file management
4.	DTP Operator/ Video-audio Operator	3	Skilled/ Clerical 8,015/-	Graduate in any of the disciplines.	Person should have experience of at least 3 years in editing/ formatting audio and videos. Knowledge of DTP operation- MS Word, Page maker, Book formatting is desired. Experience in handling camera recording, video editing of lessons, rendering CDs, DVDs etc. is desirable. Experience of sending e-mail.
5.	Helper (Class IV)	2	Un-skilled 6,045/-	Intermediate or equivalent	Minimum 4 Year Experience and knowledge of operating office equipment such as Photo-Copier, LCD Projector etc. and packing and dispatch of books, study material etc. to different locations.
6.	Assistant in Modular Programme	1	Skilled/ Clerical 8,015/-	XII th pass with certificate in computer basics	At least 5 years experience in Video recording, & Video editing using EDIUS, connecting e-class rooms & enabling transmission. Should be able to scan documents and operate e-mail and proficiency in using internet and related software loading etc. Proficiency in English Typing is desirable.

Applications of interested candidates must reach to the Coordinator, DEP-DEI at the e-mail id : [dec.dei@gmail.com](mailto:dec.dei@gmail.com) addressing to the Registrar, DEI and, **OR** hard copy to be submitted at Distance Education Programme, HQs, Tannery Campus, Dayalbagh, Agra giving their complete Bio-data along with scanned/attested copies of testimonials and mentioning clearly the name of post applied. Please ensure that **candidate's e-mail Id and Contact No.** is prominently noticeable on the application and resume. The last date for receipt of applications is 05/01/2018 (Friday). Name of the shortlisted Candidate will be displayed on institute website alongwith schedule of the Aptitude and Trade/Typing test.

No TA and DA shall be admissible for appearing in Aptitude test/Typing test or Trade test.

Dated: 20<sup>th</sup> December, 2017

REGISTRAR