

BHARATIYA VIDYA BHAVAN'S
LEELAVATI MUNSHI COLLEGE OF EDUCATION,
K. G. MARG, NEW DELHI – 110001

Advertisement for requirement of Office Assistant:

Applications are invited for the post of an Office Assistant. The required qualifications/competencies are:

1. Graduation in any area from a recognized university
2. Knowledge of working on computer and internet (Office suite: Word, Excel/spreadsheet, Presentation)
3. Knowledge of office work and procedures
4. Drafting of letters, mails etc.

Desirable:

- Working experience min. of 2 years in educational institutions.

Interested candidates are required to send their CVs/Resumes to the following email id latest by **31st Oct. 2017**: principal.blmce@bvbdelhi.org

(Only short-listed candidates will be called for test/interview)