

**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. Good Knowledge of working on computer and internet (Office suite: Word, Excel, Presentation).
3. Knowledge of office work and procedures.
4. Drafting of letters, mails etc.

Desirable:

- ✓ Work experience minimum of 2 years preferably in educational institutions.

Interested candidates are required to send their CVs/Resumes to the following email id latest by **08th September 2019**.

director@bvbdelhi.org

(Only short-listed candidates will be called for test/interview, Terms Negotiable.)