

Ramanujan College

University of Delhi

CR Park Main, H Block Kalkaji, New Delhi-110019

Name : Mrs. Vinita Thakur
Designation : Semi-Professional Assistant
Department : Principal's Office
Qualification : B.Com, B.Lib



Key Responsibilities:

- Operating the College E-mails.
- Looking after of various correspondences i.e. with the University of Delhi, UGC & others.
- Maintaining files and records
- Day-to-day typing work/dictation given by the Principal.
- Any other work assigned by the Principal, Librarian & Administrative Officer.