



DESIGN INNOVATION CENTRE (DUDIC)

CIC, UNIVERSITY OF DELHI



Date: 23 April 2019
Advt. No. DUDIC/Staff/2019/01

JACT(Contractual) POSITION

Applications are invited from eligible candidates for the following post.

SN	Name of Post	Consolidated Remuneration	Upper age limit (years)*	No. of Vacancies†	Category
1.	JACT (contractual)	18,960/-	27	1	UR

*Relaxable up to the period of completed service carried out in the University of Delhi.

The appointment shall be purely on contractual basis for a period of 6 months terminable even before without assigning any reasons thereof and without prior notice. The term may be renewed based on satisfactory performance and will be governed by University of Delhi Rules. The post is co-terminus with the Design Innovation Centre project funded by MHRD.

Consolidated Pay: Rs.18,960/- per month

Essential Qualification:

1. A Senior Secondary School Certificate(+2) or its equivalent qualification from a recognized Board/ University/ Institution with at least 50% marks or Graduate from a recognized university, and Diploma/ Certificate of minimum 6 months duration in Computer Application /Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline from a recognized University.

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Desirable Qualification:

Knowledge of MS Office, Excel, PowerPoint & Tally and prior clerical work experience.

Duties:

The incumbent is expected to work under the close supervision of the Project In-charge. He/She should possess an aptitude for drafting / noting in English, office administration, Data Processing in a computerized environment, purchase documentation, accounts maintenance, project management, public relations etc. He/she is expected to provide support services in all functions related to the administrative and financial management of the project(s).



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APPLICATION PROCESS AND INFORMATION:

1. **Offline.** The hard-copy application along with a bank draft of Rs.300/- in favor of “The Registrar, University of Delhi” payable on Delhi must reach “**The Coordinator, Design Innovation Centre, University of Delhi, Room No. 106, DREAM Building, Gate No 4, Chhatra Marg, New Delhi – 110007**” on or before 17:00hrs 10th June, 2019. The application must include
 - a. Cover letter
 - b. CV
 - c. Self-attested qualifying degree certificate
 - d. Typing proficiency certificate
 - e. Computer proficiency certificate
 - f. Prior clerical job experience certificate
2. **The selection will be made through a written test to be conducted in Delhi University North Campus.**
3. No T.A./D.A. will be paid for appearing in the written tests.
4. Candidates fulfilling the essential as well as the desired qualifications will be called to the written test. Candidates will have to carry all original documents at the time of the written test.
5. The list of the short-listed candidates eligible for appearing in the written test will be posted on DIC website <http://dudic.io> at 17:00hrs, 30th June, 2019.
6. The written test for the selection shall be held at 11:00 AM, Saturday, 13th July, 2019 at Delhi University North Campus, Delhi – 110007.
7. No telephonic/email communication shall be entertained from any applicant.

Sd/- COORDINATOR, DUDIC