



## DESIGN INNOVATION CENTRE (DUDIC)

CIC, UNIVERSITY OF DELHI



Date: 20 NOV 2020  
Advt. No. DUDIC/JACT/2020/01

### Short-Term 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 4 months starting from 01.12.2020 and terminable even before without assigning any reasons thereof and without prior notice. The term may be extended maximum up to six months from the date of first appointment based on satisfactory performance. The post is co-terminus with the Design Innovation Centre project funded by MHRD.

**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. Knowledge of GFR and University of Delhi Administration.

**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).

**APPLICATION PROCESS AND INFORMATION:** The hard-copy application along with cover letter and CV 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 26<sup>th</sup> November, 2020. Selected candidate will be informed by email.

*B. Biswal*

COORDINATOR, DUDIC