



**CLUSTER INNOVATION CENTRE(CIC)**  
3<sup>rd</sup> Floor, Rugby Sevens Building, University Stadium, University of Delhi  
Tel.No.-27666702  
**UNIVERSITY OF DELHI**  

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**DESIGN INNOVATION CENTRE (DUDIC)**

Date: 07.05.2015  
CIC/4(b)4/15/

**Advt./CIC/2015/NT/4(b)4/01**

Applications are invited from the candidates meeting the eligibility criteria for the following posts on contractual basis in the prescribed format (Annexure – I).

S. No.	Name of Post	Consolidated Remuneration	Upper age limit (years)*	No. of Vacancies	Category
1.	Junior Assistant	Rs. 15,800/-	27	1	UR
2.	Multi Tasking Staff	Rs. 11,000/-	27	1	UR
3.	System Manager	Rs.45,000/- to Rs.50,000/-	45	1	UR

\*Relaxable up to the period of completed service already 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.

## **JUNIOR ASSISTANT**

### **Essential Qualifications**

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

### **Duties:**

The incumbent is expected to work under the close supervision of Section Officer Assistant Registrar / Assistant Controller of Examinations. He should possess an aptitude for drafting / noting in English, office procedure, Data Processing in a Computerized environment and is expected to provide support services in one or more functions related to Educational



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Administration/ Examinations / House Keeping/ Establishment/ HR/ Legal/ Purchase/ Accounts & Finance/ Project Management/ Public Relations.

### **MULTI TASKING STAFF**

#### **Essential Qualifications**

10<sup>th</sup> / Matriculation or equivalent pass

#### **Duties:**

Physical Maintenance of Records, General Cleanliness & upkeep of the section/Unit, Carrying files & other papers within the building/university offices, Photocopying & sending FAX, other non-clerical work of the section, Assisting the routine office work like diary, dispatch etc including on computer, Delivering of Dak, watch & ward duties, opening & closing of rooms, Cleaning of rooms, dusting of furniture/equipment, Cleaning of building & fixtures, any work assigned by the superior authority.

### **SYSTEM MANAGER**

#### **Essential Qualifications**

PG degree in relevant subject with 55% marks with 5 years of relevant experience.

#### **Duties:**

Primary duties include handling of Computers in Laboratory and extending all sort of help in the field of Computers to the users as and when instructed by the Coordinator, Design Innovation Centre, CIC, in addition he/she should be able to provide technical support for all computer related activities of the centre.

### **APPLICATION PROCESS AND INFORMATION:**

1. Applicants must fill in all the columns of the attached form. Failing which their application may be rejected.
2. No T.A., D.A. will be paid for attending the prescribed tests/interview.



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3. Interested candidates must email their applications to – [director@cic.du.ac.in](mailto:director@cic.du.ac.in) in the following format, failing which application will not be considered.
4. Subject of the email application should be “Application for the post of \_\_\_\_\_”. Email application containing subject other than above will not be considered.
5. The last date of applying for the post is 4<sup>th</sup> June, 2015 till 05:00 PM. Applications received after the stipulated time will not be considered.
6. The list of candidates shortlisted for interview shall be posted on the CIC website (ducic.ac.in) any time after one week of the last date of receipt of application, no separate intimation will be sent to shortlisted candidates. In case the application number for a post exceeding 50, a scrutinization committee shall shortlist candidates following University rules for contractual appointments.

DIRECTOR, CIC