



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

Date: 25.08.2017

Advt./CIC Projects/Staff/2017/01

Applications are invited from the candidates meeting the eligibility criteria for the following posts on contractual basis.

SN	Name of Post	Consolidated Remuneration	Upper age limit (years)*	No. of Vacancies†	Category
1.	Junior Assistant	18,960/-	27	2	UR

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

†One Post in the Design Innovation Centre Project funded by MHRD and one post in the Technology Business Incubator Project funded by MoMSME

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 posts are co-terminus with the concerned project.

JUNIOR ASSISTANT (JACT)

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.



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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).

APPLICATION PROCESS AND INFORMATION:

1. Applicants must email his/her CV applications to – cicprojects17@gmail.com on or before 10th September, 2017, failing which the application will not be considered.
2. Subject of the email application should be “Application for the post of JACT (CIC Projects)”, otherwise the application will not be considered.
3. The selection will be made through a written test. No T.A./D.A. will be paid for attending the written tests.
4. A maximum of 60 candidates will be called for the written test. The short listing will be made by a scrutinization committee based on the desirable qualifications and experience in similar jobs as mentioned in the submitted CV. Candidates will have to carry all supporting 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 in CIC website (<https://ducic.ac.in>) at 17:00hrs, 14th September, 2017.
6. The written test for the selection shall be held at 10:00 AM, 16th September, 2017 at 1st Floor, University Stadium (entry from Gate No. 2), G C Narang Marg, Delhi University North Campus, Delhi – 110007.
7. No telephonic/email communication shall be entertained from any applicant.

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DIRECTOR, CIC