



## DESIGN INNOVATION CENTRE (DUDIC)

### CIC, UNIVERSITY OF DELHI



Date: 05<sup>th</sup> December 2017  
Advt. No. DUDIC/Intern/2017/01

### 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 posts are 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. Online. Visit the URL <https://ducic.ac.in> and submit the details on or before 26<sup>th</sup> December, 2017.
2. The selection will be made through a written test followed by an interview. No T.A./D.A. will be paid for attending the written tests/interview.
3. A maximum of 50 candidates will be called for the written test. The short listing will be made from the eligible candidates by a scrutinization committee based on the desirable qualifications and experience in similar jobs. Candidates will have to carry all supporting documents at the time of the written test.
4. 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, 02<sup>nd</sup> January, 2018.
5. The written test for the selection shall be held at 10:00 AM, 5<sup>th</sup> January, 2018 at 1<sup>st</sup> Floor, University Stadium (entry from Gate No. 2), G C Narang Marg, Delhi University North Campus, Delhi – 110007.
6. A maximum of 20 candidates, shortlisted from the written test, will be called for the interview.
7. No telephonic/email communication shall be entertained from any applicant.

**Sd/- COORDINATOR, DUDIC**