



DUCIC TECHNOLOGY BUSINESS INCUBATOR

Cluster Innovation Centre, University of Delhi
(Funded by Ministry of MSME, Government of India)

Advt./CIC/2015/NT/4(b)3/01

Date: 30.04.2015

CIC/4(b)3/15/

Applications are invited from the candidates meeting the eligibility criteria for the post of Junior Assistant on contractual basis in the prescribed format (Annexure – I).

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 on the basis of satisfactory performance

Consolidated Pay: Rs.15,800/- per month

Eligibility Criteria: Graduate from a recognized University with 55% marks in aggregate.

Desirable Qualification: Knowledge of MS Office, Excel, PowerPoint & Tally

Duties: Drafting/noting in English, office administration, data processing in a computerized environment, purchase documentation, accounts maintenance, project management, public relations etc.

IMPORTANT NOTE:

1. Applicant must download the application form (doc file), fill all details on a computer and then print the filled form. Handwritten forms will not be accepted.
2. No T.A., D.A. will be paid for attending the prescribed tests/interview.
3. Printed and signed application must reach to the following address before 5pm, 22th May. Applications received after the stipulated time will not be considered. A demand draft of Rs. 100 in favor of the "Programme Coordinator, Cluster Innovation Centre" must be enclosed with the application form. The envelope enclosing the application form along with the demand draft should be superscribed with "**Application for JACT in DUCIC TBI**".

The Manager, DUCIC-TBI (MSME)
Cluster Innovation Centre,
3rd Floor, University Stadium, G.C. Narang Road,
University of Delhi North Campus, Delhi - 110007

4. In case of a large number of applications, maximum 50 shortlisted candidates will be called for the interview. All notices concerning this appointment will be posted on the website (<https://ducic.ac.in>) time to time and no separate intimation will be sent to the candidates. Appointment will be made through the following sequential process
 - a. Shortlisted candidates based on essential and desirable qualification (notice at 5pm, 29th May 2015)
 - b. Sort-listed candidates after the written test (notice at 5pm, 5th June 2015)
 - c. Panel of selected candidates in order of merit based on an Interview (notice at 12th June 2015)

The candidate offered the job has to mandatorily join on 16th June 2015 failing which the job will be offered to the next candidate on the panel.

Sd/ The Manager, DUCIC-TBI (MSME)

Prescribed Format for applying

1. Name (in BLOCK letter) Mr. /Ms. /Miss. _____
2. Father's Name _____
3. Mother's Name _____
4. Date of Birth _____ Age _____
5. Nationality _____ Married / Unmarried _____ Sex _____
6. Postal Address _____

Phone/Mob. No. _____ E.Mail _____

7. Permanent Address _____

8. Do you belong to Scheduled Caste/Scheduled Tribe/ OBC (Central List), PwD (VH, OH, HH) if yes, please indicate the category & attach a photocopy _____

9. Are you Ex-Serviceman/Disabled Defence Personnel/Development of Defence Personnel killed in action? If so, attach Certificates _____

10. Educational qualifications (Secondary onwards):

Examination Passed	Year of Passing	School/University	Division	%age	Subject

11. Professional/Technical qualifications:

Examination Passed	Year of Passing	Institution	Division	%age	Subject

12. Experience, if (Administrative/Technical/Any other):

Office in which worked / working	Designation Permanent / Temporary	Period		Length of Experience	
		From	To	Years	Months

13. Present post, if any with date of appointment (state whether permanent / on probation / temporary):

14. Present basic salary and allowances _____

15. Computer Proficiency: If yes, state which of the following you know and work with confidence (√)

MS WORD		MS EXCEL		MS POWER POINT	
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E-MAIL		BROWSING	
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16. Any other information

17. Indicate the time you will require to join, if selected

Dated _____

(Full signature of applicant)

DECLARATION

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Dated _____

(Full signature of applicant)