



## CLUSTER INNOVATION CENTRE(CIC)

B.Tech(Information Technology & Mathematical Innovations)  
B.A. Hons. (Humanities & Social Sciences)  
M.Sc.( Mathematics Education)

3<sup>rd</sup> Floor, Rugby Sevens Building, University Stadium, University of Delhi Tel.No.-27666702

**UNIVERSITY OF DELHI**

Date: 03.03.2015

CIC/4(b)1/15/

Advt./CIC/2015/NT/4(b)1/01

Applications are invited from the candidates meeting the eligibility criteria for the post of Technical Assistant (IT) 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 and will be governed as per University of Delhi Rules.

**Consolidated Pay:** Rs.13,200/- per month + admissible leaves as per University of Delhi rules.

### **Eligibility Criteria**

### **Essential Qualification:**

Graduate having studied relevant subjects with two years' experience in the relevant field.

Or

Post graduate degree in relevant subject

### **Duties:**

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

### **NOTE:**

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



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4. Subject of the email application should be "Application for the post of Technical Assistant (IT)". Email application containing subject other than above will not be considered.
5. The last date of applying for the post is 13<sup>th</sup> March, 2015 till 05:00 PM. Applications received after 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 last date of receipt of application, no separate intimation will be sent to shortlisted candidates.

DIRECTOR, CIC



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#### ANNEXURE - I

#### 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
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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



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

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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

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

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Dated \_\_\_\_\_

(Full signature of applicant)



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### 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)