



DESIGN INNOVATION CENTRE (DUDIC)

CIC, UNIVERSITY OF DELHI



Reference: Advt. No. DUDIC/Intern/2017/01 dated 05.12.2017

CANDIDATES SHORTLISTED FOR INTERVIEW

Date: 09.01.2018

Based on the performance in the proficiency test, the following candidates have been short-listed for the **interview subject to fulfilling the eligibility criteria and desirable qualifications.**

1. Anjali Gola
2. Deepak Kumar
3. Gaurav Sardana
4. Pawan Kumar
5. Prabhat Amrit Singh
6. Prakash
7. Shivani Dokhoria
8. Sonia Joshi
9. Ratna Tiwari

To appear in the interview the candidates need to carry the original certificates and a photocopy each supporting the following eligibility and desirable qualifications.

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,
OR
Graduate Degree in Computer Application/ Office Management/ Secretarial Practice/
Financial Management/ Accounts or equivalent discipline from a recognized University.
2. Typing speed of 40 w.p.m. in English, Typewriting through computers.
3. Date of Birth certificate (you must be below 27 years old as on 26th December 2017, relaxable up to the period of completed service carried out in the University of Delhi.)
4. Diploma/Certificate of minimum 6 months duration in Computer Application /Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline.
5. Minimum 6 months of prior clerical work experience.

The schedule and the venue of the interview will be communicated to the candidates through their email by 20th January 2018.

Sd/- COORDINATOR, DUDIC