



UNIVERSITY OF DELHI

Advt. No. Estab-IV/240/2013

Dated: 29.01.2013

RECRUITMENT OF INFORMATION EXECUTIVES IN THE UNIVERSITY (For University information Centre- UIC)

Applications are invited for appointment of Information Executives on Contract Basis for a period of six months on a consolidated pay of Rs. 13, 200/- per month.
No. of Posts: 4 (UR - 3, ST - 1).

QUALIFICATION:

ESSENTIAL:

Graduation in any stream

DESIRABLE * :

- Ability to fluently converse, read and write in English and Hindi.
- Diploma / Certificate / Course or Training in communication skills / public relations / front desk management / Academic Information centre management or voice modulation.
- Good knowledge of working on computer.
- Ability to respond Queries on E-Mail in English and Hindi language.
- Experience as Academic Information Executive / public relation executive or front desk executive, experience at Academic related activities to BPO.

NATURE OF WORK:

Candidates must have the ability to absorb, analyse and process various aspects of information related to the systems of the University of Delhi and then transmit it on the telephone/internet/radio to potential students, their parents, and members of the lay public as well as the University community. In addition, they must also possess some ability to absorb information from the public at large and transmit it in an organized fashion to the designated centres of storage of the University.

AGE LIMIT:

Below 27 years as on 31-1-2013 (relaxation of age as per rules for ST candidates)

Candidates fulfilling the above qualification may submit their application in the enclosed form along with self-attested photocopies of educational qualifications, date of birth, caste certificate in Room No. 205, 2nd floor, New Administrative Block, University of Delhi, Delhi-110007 by 5:00 p.m. on or before **13.02.2013**. Incomplete applications will be summarily rejected.

*Require to submit all relevant experience certificates along with application.

REGISTRAR



UNIVERSITY OF DELHI

Application for the post of Information Executive on contract basis

Name: _____

Father's Name: _____

Gender (Male/Female): _____

Date of Birth: _____

Age (as on _____): _____

Category (SC/ST/OBC/UR): _____

Postal Address: _____

Mobile No. : _____

E-mail id (If any) _____

Educational Qualifications:

Qualification Board/University/Institution _____

Any special Qualification which can be upto mark for this post _____

Year of Passing, % of Marks _____

The decision of selection committee shall be final in this regard .In case, the candidate who has not applied and otherwise eligible may be considered by the selection committee.

I Declare that the above information are true to the best of my knowledge and belief. In case any of the above particulars are found incorrect, my candidature will be treated as cancelled.

(Signature of Applicant)

Full Name of Candidate: _____

Dated: _____