

NOTICE

**VACANCIES FOR THE POSTS OF
PERSONAL ASSISTANTS / STENOGRAPHERS ON CONTRACT BASIS**

Applications are invited for engagement on the following post, purely on contractual basis for Delhi International Arbitration Centre (DAC). Initially, the contract shall be for a period of one year. However, the contract can be terminated at any point of time without any notice. The selected candidates shall have no right to claim regularisation or continuation of service. The last date for receipt of the applications is **30th June, 2016**.

Post: Personal Assistant / Stenographer

- (a) Qualification: The candidate has retired from the Government Department and having sufficient experience of working as Stenographer. He/She should be in fit state of health and has not attained the age of 65 years.
- (b) Remuneration: A consolidated remuneration of **Rs.35,000/-** per month.
- (c) Number of Vacancies: **Two**

[A] Mode of selection

Selection shall be made on the basis of interview.

[B] How to apply

Interested candidates can submit their applications (directly by hand or through post) addressed to:

**The Co-ordinator
Delhi International Arbitration Centre (DAC),
3rd Floor, Medical Unit Building,
Delhi High Court Campus,
Shershah Road, New Delhi- 110503**

The applications should contain necessary particulars viz.

- (i) Name of Candidate
 - (ii) Father's Name
 - (iii) Correspondence Address (both present & permanent).
 - (iv) Telephone number and e-mail address.
 - (v) Date of Birth along (with necessary birth proof).
 - (vi) Age as on **30th June, 2016**
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- (vii) Educational & Technical qualifications (with necessary proof).
- (viii) Work experience (with requisite documents and details of prior employment).
- (ix) Two self-attested recent passport size photographs.
- (x) Self-attested photocopies of all the aforesaid documents.

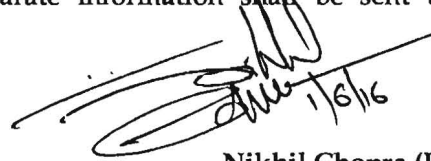
[C] Rejection of application:

Illegible, incomplete and unsigned applications and the applications received after the due date shall be rejected summarily without any notice and no inquiry in that regard shall be entertained.

[D] The candidates applying for the post must ensure that they fulfil the eligibility criteria for the post. The candidature shall be purely provisional at all stages and shall be subject to their satisfying the prescribed eligibility conditions. If on verification at any stage, it is found that the candidate does not fulfil any of the eligibility condition OR information furnished by the candidate is incorrect, his / her candidature for the post shall stand cancelled without any notice or further reference.

[E] No TA/DA shall be payable to the candidates for skill test and interview.

[F] The date of interview shall be displayed on the website of High Court of Delhi after the scrutiny of the applications. No separate information shall be sent to the candidates in this regard.



Nikhil Chopra (DHJS)
Co-ordinator-cum-Registrar
Delhi International Arbitration Centre (DAC)