



UNIVERSITY OF DELHI, Delhi 110007

Advt. No.Estab.-IV/237/2012

Dated: 18.05.2012

RECRUITMENT OF INFORMATION EXECUTIVES

Applications are invited for appointment of Information Executives on contract basis for University Information Centre.

No. of Posts: 7 (UR-3, OBC-1, SC-2 & ST-1)

Qualification:

ESSENTIAL:

Graduation in any stream.

DESIRABLE:-

- i) Fluent in converse, in speaking, reading, working in English and Hindi.
- ii) Diploma / Certificate / Course or Training in communication skills / public relations / front desk management / Call / Academic Information Centre Management or Voice Modulation.
- iii) Knowledge of computer work.
- iv) E-mail capability in English and Hindi.
- v) Experience as a Call / Academic Information Executive / radio jockey / public relation executive or front desk executive.

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, 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 centers of storage of the University.

AGE LIMIT:

Below 27 years as on 18.5.2012 (relaxation of age as per rules for OBC and SC candidates). Eligible candidates may submit their application in the enclosed form along with self attested photocopies of educational qualifications, experience certificate, date of birth, caste certificate in Room No.205, 2nd Floor, New Administrative Block, University of Delhi, Delhi-110007 by 5:00 p.m. 01.06.2012. Incomplete Applications will be rejected.

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 18.05.2012) : _____

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

Postal Address : _____

Mobile No. : _____

E-mail id, if any, _____

Educational Qualifications:

Qualification Board/University/Institution: _____

Any special Qualification for the post

Year of Passing % of Marks

I declare that the above information is 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 _____