

High Court of Delhi: New Delhi.

Applications are invited for engagement on the following posts, purely on **contractual basis** at **High Court of Delhi at New Delhi** 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 **31.12.2014**

(1) (a) Post: **Personal Assistant/Stenographers**

(b) Essential Qualification: Proficiency in computer with speed of not less than 100w.p.m. in shorthand (English) and 40 w.p.m. in typing (English)

(c) Eligibility: Retired Government Servant below the age of 65 years & in fit state of health, having sufficient experience of working as **stenographer**.

(d) Remuneration: A consolidated remuneration of **Rs.25,000/-** per month

(e) Number of vacancies: **Three (3)**

(2) (a) Post: **Chief Cashier**

(b) Eligibility: Retired Government Servant below the age of 65 years & in fit state of health, having sufficient experience of working as **cashier**.

(c) Remuneration: A consolidated remuneration of **Rs.25,000/-** per month

(d) Number of vacancies: **One (1)**

[A] Mode of Selection

Selection for the post of stenographer shall be made on the basis of shorthand and typing test and interview. Selection for the post of Chief Cashier shall be made on the basis of interview.

[B] How to apply

Applications can be sent by Registered/Speed post with words "**Application For The Post of Personal Assistant**" or "**Application For The Post of Chief Cashier**" (as the case may be) super scribed on the envelope addressed to:

"The Addl. Co-ordinator, Delhi International Arbitration Centre, 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 & e-mail address.
- (v) Date of Birth (alongwith necessary birth proof).
- (vi) Age as on 31.12.2014
- (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

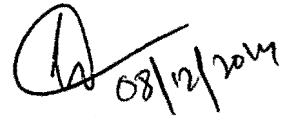
[D] Rejection of application:

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

[E] 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.

[F] No TA/DA shall be payable to the candidates for appearing in typing test or interview.

[G] The date of typing test and interview (for the post of Personal Assistant) and date of interview (for the post of Personal Assistant and Chief Cashier) shall be notified on the website of High Court of Delhi i.e. www.delhihighcourt.nic.in and no separate information shall be sent to the candidates in this regard.



Apoorv Sarvaria,
Additional Co-ordinator,
Delhi International Arbitration Centre.