



DELHI URBAN ART COMMISSION

(A Statutory Body under Ministry of Housing and Urban Affairs, GOI)

Core 6A, UG & First Floor, India Habitat Centre

Lodhi Road, New Delhi-110 003

Applications are invited for filling up **one post of Junior Stenographer (Group 'C') reserved for OBC category** in the Commission by Direct Recruitment basis in the Pay Matrix Level-4, Basic Pay Rs.25,500/-as per following criteria :

1. **Age** : Maximum 25 years, minimum 18 years (Reservations and concessions to Scheduled Castes, Scheduled Tribes and Other Backward Classes as per rules.)
2. **Educational & other Qualifications** : **Essential qualifications** : (i) Higher Secondary or equivalent (ii) A speed of at least 80 words per minute in shorthand & 40 words per minute in typing in English.
Desirable : (i) Degree of a recognized University (ii) Experience of working in a Government office or undertaking.
3. **Period of Probation** : Two years
4. **No. of Post** : 01 (one) reserved for OBC.

The post carries Dearness Allowance, HRA, Gratuity and other benefits like medical reimbursement, LTC etc. as stipulated in the Delhi Urban Art Commission (Employees Terms and Conditions of Service) Regulations amended from time to time.

Applications (in prescribed format) along with self-attested photocopies of all educational and experience certificates and caste certificate issued by appropriate authority addressed to the Secretary, Delhi Urban Art Commission, Core-6A, UG & First Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003, should be sent so as to reach within 30 days of date of issue of this advertisement. **Applicant once selected will not be permitted to withdraw their names subsequently.**

The candidates working in Government office/ undertakings must apply through proper channel or they should obtain 'No Objection Certificate' from their present employer. Incomplete application in any respect will be summarily rejected.

The candidate selected will be required to join the post on immediate basis.

The Commission reserves the right to cancel the process of recruitment to the post at any point of time without assigning any reasons thereof. Age & experience will be counted from the last date/closing date of submission of application.

Vinod Kumar
Secretary

APPLICATION FORMAT

Affix recent
self-attested
passport size
photograph

Post applied for: Junior Stenographer

1.	Name	
2.	Father's Name	
3.	Date of Birth	
4.	Nationality	
5.	Address for communication	
6.	Permanent Address	
7.	Phone/Mobile Number and Email ID	
8.	Category SC/ST/OBC/Gen/PH (attach certificate)	

9. Details of Educational, Professional & Technical Qualification:-

Exam Passed	Board/Institution/University	Subject Studied	Duration of Study	Year of Passing	% of Marks

10. Details of Experience:-

Name of Organization	Posts held	Salary Drawn	Duration of service	Whether regular/contractual or otherwise	Nature of duties performed

11. Speed in Shorthand _____ w.p.m.

12. Speed in English Typing _____ w.p.m.

13. **DECLARATION**

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief.

(Signature of Applicant)

Place:

Date: