



**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

**Vacancy Circular**

Applications are invited for filling up one post of Lower Division Clerk (Group 'C') in the Delhi Urban Art Commission, an autonomous body under Ministry of Housing and Urban Affairs by Direct Recruitment basis in the Pay Matrix of Rs.19,900/- (L-2, C-1), as per following criteria:-

1. Age : Maximum 25 years, minimum 18 years
2. Educational & other Qualifications: Essential qualifications:  
(i) Higher Secondary or equivalent qualification.  
(ii) A Speed of at least 30 words per minute in typing in English.
3. Period of Probation : Two years
4. No. of Post : 01 (Unreserved).

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 certificates 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 60 days of date of issue of this advertisement. Incomplete application in any respect will be summarily rejected.

The persons in Government service must apply through proper channel or should obtain 'No Objection Certificate' from their present employer. The applicant shall not be permitted to withdraw subsequently.

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

The Commission reserves the right to cancel the recruitment process at any point of time without assigning any reasons thereof. Last date/closing date of submission of application will be counted/considered for age & experience.

**Secretary**

## APPLICATION FORMAT

Affix recent  
self-attested  
passport size  
photograph

**Post applied for: Lower Division Clerk**

1.	Name	
2.	Father's Name	
3.	Date of Birth	
4.	Age as on closing date of application	
5.	Nationality	
6.	Address for communication	
7.	Permanent Address	
8.	Phone/Mobile Number	
9.	Email ID	
10.	Category SC/ST/OBC/PH/Ex. Serviceman/Gen (attach certificate)	

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

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

12. Details of Experience:-

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

13. Are you able to read & write English.                      **Yes/No**

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14. Any other relevant information which you would like to mention in support of your suitability for the post applied for:

15. **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. In the event of any information being found false or incorrect before or after test/interview or selection to the said post my candidature will be liable to be cancelled/terminated and if appointed, my services will be liable to be terminated.

**(Signature of Applicant)**

Place:

Date: