



## UNIVERSITY OF DELHI

Advt. No. Estab-IV/240/2013

Dated: 29.01.2013

### RECRUITMENT OF INFORMATION EXECUTIVES IN THE UNIVERSITY (For University information Centre- UIC)

Applications are invited for appointment of Information Executives on Contract Basis for a period of six months on a consolidated pay of Rs. 13, 200/- per month.

No. of Posts: 4 (UR - 3, ST - 1).

#### QUALIFICATION:

##### ESSENTIAL:

Graduation in any stream

##### DESIRABLE \* :

- Ability to fluently converse, read and write in English and Hindi.
- Diploma / Certificate / Course or Training in communication skills / public relations / front desk management / Academic Information centre management or voice modulation.
- Good knowledge of working on computer.
- Ability to respond Queries on E-Mail in English and Hindi language.
- Experience as Academic Information Executive / public relation executive or front desk executive, experience at Academic related activities to BPO.

#### 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, and 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 centres of storage of the University.

#### AGE LIMIT:

Below 27 years as on 31-1-2013 (relaxation of age as per rules for ST candidates)

Candidates fulfilling the above qualification may submit their application in the enclosed form along with self-attested photocopies of educational qualifications, date of birth, caste certificate in Room No. 205, 2nd floor, New Administrative Block, University of Delhi, Delhi-110007 by 5:00 p.m. on or before **13.02.2013**. Incomplete applications will be summarily rejected.

\*Require to submit all relevant experience certificates along with application.

REGISTRAR

