



DELHI URBAN ART COMMISSION
(A Statutory Body under Ministry of Housing & 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 Gestetner Operator (Group 'C') in the Commission by Direct Recruitment basis in the Level-2 of Pay Matrix and Basic Pay Rs.19,900/- as per following criteria :

1. **Age** : Maximum 25 years, minimum 18 years (Reservations and concessions to Scheduled Castes, Scheduled Tribes, Other Backward Classes/Ex. Serviceman as per rules.) (Relaxation in the case of the employees of the Central Government Department/Organisation would be given as per rules of Government of India)
2. **Educational & other Qualifications** : **Essential qualifications** : (i) High school/ Matriculation (10th) pass or ITI or equivalent (ii) Ability to read & write English. Experience in operation of cyclostyling machine, stencil cutting machine, Photostate machine.
3. **Period of Probation** : Two years
4. **No. of Post** : 01 (Reserved for O.B.C.).

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 & 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-110003 should be sent so as to reach within 30 days of date of publication of the advertisement. Candidates from Central Govt./State Govts./Public Sector Undertakings/ Autonomous bodies should send their applications *through proper channel* along with '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: Gestetner Operator

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 Qualifications:-

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**

14. Do you have experience in operation of Cyclostyling Machine, Stencil Cutting Machine, Photostat Machine. **Yes/No**

- If yes, give details _____

Contd...

15. Any other relevant information which the candidate may like to mention in support of his suitability for the post:

16. **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 found false or incorrect before or after test 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: