

NOTICE

**VACANCIES FOR THE POSTS OF  
PERSONAL ASSISTANTS / STENOGRAPHERS ON CONTRACT BASIS**

Applications are invited from Indian Nationals (Citizens of India as defined in the Constitution of India or under any law made by the Parliament to regulate the rights for citizenship) for filling up 05 (five) existing vacancies of Personal Assistants and also for preparing a panel for filling up future vacancies, purely on contractual basis for Delhi International Arbitration Centre (DIAC). 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 17<sup>th</sup> October, 2017.

**Post: Personal Assistant / Stenographer**

- (a) Essential Qualification: Graduate from a recognized University and having speed of not less than 100 w.p.m. in Shorthand (English) and 40 w.p.m. in typing (English) on Computer with knowledge of Computer.
- (b) Age: Age should not be below 18 years and over 32 years as on 31.08.2017.
- (c) Mode of Appointment: Eligible candidates will be required to appear in a written test comprising of one paper in English Language (Essay, Grammar and Translation). Those candidates who are declared successful in the written test shall be required to appear in Skill Test in English Shorthand (speed of 100 w.p.m.) and Type Test in English on Computer (speed of 40 w.p.m.), and shortlisted candidates who are successful in the written test and also qualify the Skill Test in Shorthand and Type Test will be called for interview.
- (d) Remuneration: A consolidated remuneration of Rs. 35,000/- per month.
- (e) Number of Vacancies: 05 (five).

**[A] How to apply**

Interested candidates can submit their applications (directly by hand or through post) addressed to:

**The Co-ordinator  
Delhi International Arbitration Centre (DIAC),  
3<sup>rd</sup> 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 and e-mail address.
- (v) Date of Birth along (with necessary birth proof).
- (vi) Age as on 31<sup>st</sup> August, 2017
- (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.

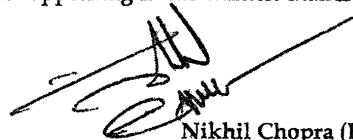
[B] **Rejection of application:**

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

[C] 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. **While applying for the posts, the applicant should also bear in mind that the selected candidates may have to work even at odd hours and on holidays, if so required.**

[D] The dates of Written Examination, Skill Test in English Shorthand and Typing Test in English on Computer and Interview shall be notified on the website of High Court of Delhi i.e. <http://delhihighcourt.nic.in/>. No separate information shall be sent to the candidates in this regard.

No TA/DA shall be payable to the candidates for appearing in the written examination, skill tests and interview.



Nikhil Chopra (DHJS)  
Co-ordinator-cum-Registrar  
Delhi International Arbitration Centre (DIAC)