



English Language Proficiency Course

Department of Adult Continuing Education & Extension
University of Delhi

Ref. No.: ELPC/DACEE/495/2016

Date: 28/06/2016

Vacancy for MTS (Office Attendant) in English Language Proficiency Course (ELPC), Department of Adult Continuing Education & Extension (DACEE), University of Delhi.

Recruitment for the post of MTS (Office Attendant) on contractual basis for the English Language Proficiency Course (ELPC) being run at the Department of Adult Continuing Education & Extension, University of Delhi. At present, the contract is for a period of one year subject to availability of funds. The selected candidate is expected to join immediately.

Applications are invited in the prescribed form for the following post:

Post: MTS (Office Attendant)

No. of Post: One

Educational and other qualifications:

- Must have Passed Matriculation (10th) or ITI or equivalent examination from any State Education Board or Government recognized Institute.
- Basic knowledge of Computer.

Age Limit: upto 27 Years

Remuneration: As per existing University norms.

Last date for receipt of applications: 15th July, 2016

Applications giving all the necessary details including address, contact number and email ID should be sent to the address given below:

English Language Proficiency Course (ELPC),
Department of Adult Continuing Education & Extension,
Room No. 7, first floor,
Bamboo structure,
Behind Faculty of Social Sciences,
Opposite Daulat Ram College,
North Campus, University of Delhi,
Delhi – 110007

Tasneem Shahnaaz

Dr. Tasneem Shahnaaz
Coordinator
English Language Proficiency Course
University of Delhi



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Note:

- Application Forms are available online & at the office.
- No TA/DA will be paid for attending the tests & interview.
- Before applying, the candidates should ensure that they fulfil all the eligibility norms.
- Contractual engagement will mean renewal of contract for a fixed time period after giving the usual break of a working day.
- All the eligible candidates will be required to appear in a written test, skill test and an interview to assess their ability of expression and knowledge relating to their work.
- The candidates will be tested on general awareness & English Language in the written test.
- Candidates are expected to have their own email ID and a personal working mobile phone number for effective communication.
- The date, time and venue of the tests shall be intimated to the candidates later.
- Application filled in all respect can be accepted by the Ordinary post/Speed post or by email also.
- If applying by post, the sealed envelope containing filled-in application form and self attested copies of the certificates must be super-scribed as **"Application for the post of MTS (Office Attendant)"** and sent to the address given above.
- If applying by email, please attach the filled in application form and scanned copies of all self attested documents and send it to eproficiency@gmail.com with subject heading as "Application for the post of **MTS (Office Attendant)**".
- Incomplete applications will be rejected.
- ELPC reserves its right not to fill any or all the post(s) advertised.
- No application form will be accepted after the last date under any circumstances.
- The College shall not be responsible for any delay/loss due to postal or technical reasons.

Dr. Tasneem Shahnaaz
Coordinator, ELPC

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ENGLISH LANGUAGE PROFICIENCY COURSE
Department of Adult Continuing Education & Extension
University of Delhi
Delhi – 110 007

Fill the Application form in BOLD letters with black/blue ink only

1.	Post Applied For	
2.	Advertisement Ref. No.	
3.	Name of the Applicant	
4.	Father's Name	
5.	Date of Birth (DD-MM-YYYY)	
6.	Address for Communication	
7.	Phone No. (Landline)	
8.	Mobile No.	
9.	Email ID	
10.	Gender (Male/Female)	
11.	Nationality	
12.	Marital Status	

13.	Educational Qualifications:			
Exam Passed/Degree Obtained		Board/University	Passing Year	Percentage

14.	Work Experience:				
Name of Organization		Designation	Working Period		Salary/Pay Scale
			From	To	



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15.	Do you have computer proficiency If yes, state which of the following you know and work with confidence: (MS word, MS Excel, MS Power point, Handling emails, Browsing and Searching)	
16.	Any other information	

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form and if appointed, my employment is liable to be terminated on this ground.

Signature:

Name of Applicant:

Place:

Date: