



SRI VENKATESWARA COLLEGE
(University of Delhi)

Benito Juarez Road, Dhaura Kuan, New Delhi - 110 021
Phone no.011-2411-2196, 011- 2411-8590 Fax: 011-2411-8535, Website: svc.ac.in

Applications are invited for the post of **Office Assistant** on purely temporary basis at Sri Venkateswara College, University of Delhi, New Delhi - 110 021 in a research project entitled "Sustainable Tourism and Revival/ Preservation of Hill Cultures and Ecology in abandoned villages of Uttarakhand: A pilot project" funded by **NATIONAL MISSION ON HIMALAYAN STUDIES (NMHS)**, G.B. Pant National Institute of Himalayan Environment and Sustainable Development (GBPNIHESD) for three years under Dr. Nirmal Kumar, Department of History.

Name of the Post: Office Assistant
Age : up to 35 years
Salary : 10,000/- pm

Essential qualifications:

1. 12th pass in any stream
2. Should possess basic computer skills including MS office and Internet
3. Should be able to type reasonably
4. Should be fluent in Hindi and local knowledge and should be familiar with English

Desirable Qualifications:

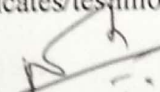
1. Should be based at Almora or able to locate to Almora (Uttarakhand) and be based there
2. Should be able to run the camp office independently, hence good management skills
3. Should be able to drive car/Bike

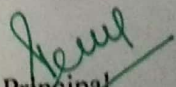
Other terms and conditions

1. The posts are to be filled on purely temporary basis.
2. Incomplete/late applications will be rejected.
3. Application will only be accepted in the prescribed format.
4. No benefit of Provident Fund, HRA, CCA, Leave Travel Concession or Medical Claim etc. will be considered, since the post is on purely temporary basis.
5. No TA/DA will be given to attend the interview.
6. The appointment is terminable with one month notice from either side without assigning any reason.
7. Since the project is on purely temporary basis, the incumbents selected will have no claim for regular appointments or continuation of their services in any other project.
8. Interview will be held at the Camp Office based in Almora.

Candidates desirous of the above post should email a copy of their CV along with the application form addressed to the "Principal Investigator, NHMS Project" to nkumar@svc.ac.in latest by 21 days from the date of advertisement and will come for walk-in interview/personal discussion which shall be notified later.

Those appearing for interview/personal discussion should bring along with them (1) All certificates/testimonials in original (2) One attested copy of the certificates (3) A copy of the CV.


Principal Investigator
Dr. Nirmal Kumar


Principal

NMHS Project

Sri Venkateswara College, New Delhi

Application format

Post applied for :

Name in block letters :

Parents /Spouse name :

Sex :

Nationality :

Marital Status :

Date of birth :

Age :

Category : General/SC/ST/OBC/PH (Tick one)

Address for communication :

Contact no :

Email :

Educational Qualification : (Highest qualification first with self-attested copies)

S.No.	Exam passed	Board/ Univ	Year of passing	%of marks	Awards/remarks

Any other information :

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment shall be liable to cancellation leading to termination of my appointment with any compensation and notice.

Place

Delhi

(signature of Candidate)