

**SPECIAL SECRETARY (UD)/COMPETENT AUTHORITY**  
**URBAN DEVELOPMENT DEPARTMENT**

Room No 1001, 10<sup>th</sup> Floor,  
Delhi Secretariat, I.P. Estate,  
New Delhi-110002

**Walk-in-Interviews**

**Appointment of Office Staff on purely Contract Basis in the OFFICE OF THE COMPETENT AUTHORITY, DELHI CIRCLE of the Archaeological survey of India.**

Walk-In-Interview for the following posts in office purely on contract basis for one year in Office of the Competent Authority, ASI Delhi Circle will be held on 17.06.2011 at 2 pm onwards :

**1. Stenographer**

- 01 post, Consolidated Pay: Rs.15, 000 pm/-
- Qualification: Post Graduate in any discipline with at least one year experience in any office with good typing speed and fair knowledge of shorthand, computer operations and programmes like MS Word, Excel, Access and Internet.
- Age below 35 years

**2. Date Entry Operators**

- 02 posts, Consolidated Pay: Rs.10, 000 pm/-
- Qualification: Graduate in any discipline with at least one year experience in any office with good typing speed and fair knowledge of computer operations and programmes like MS Word, Excel, Access and Internet.
- Age below 30 years

**3. Office Attendant**

- 01 post, Consolidated Pay : Rs.6000/- pm
- Qualification: 12<sup>th</sup> Pass with knowledge of office work
- Age below 35 years

**Place of interview:** Office of the Competent Authority, ASI Delhi Circle, Madarasa Building, Safdarjung Tomb, Aurobindo Marg, New Delhi-110003

Note:

1. The post are of temporary nature and purely on contract basis.
2. No TA /DA shall be payable for attending the interview.
3. The contract is renewable at the sole discretion of the Competent Authority
4. Any condition can be relaxed by the Competent Authority in deserving cases.
5. **The interested candidate must email in advance his/her bio-data/resume in the forms given below as an attachment in the pdf format at**

[competentauthority.asidelhi@gmail.com](mailto:competentauthority.asidelhi@gmail.com) and bring its hard copy along with attested photocopies of testimonials at the time of interview without which the candidate shall not be entertained.

### FORM NO 1

#### APPLICATION FORM FOR THE POSTS OF STENOGRAPHER; DATA ENTRY OPERATORS

1	Name				
2	Father's name				
3	Address				
4	Date of Birth				
5	Contact Details	Mobile	email		
6	Educational Qualification	Degree	Institution		
7	Professional Qualification	Degree/Certificates	Institution		
8	Typing Speed				
9	Proficiency in Internet	Yes/No			
10	Proficiency in Computer Applications	MS Word	Yes/No		
		MS Excel	Yes/No		
		MS Access	Yes/No		
		MS Power Point	Yes/No		
11	Proficiency in Computer Applications other than MS Office				
12	Previous Experience				
	Organisation	Position	Pay	Period	Brief description of duties

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Date

Signature of the Applicant

**FORM NO 2**

APPLICATION FORM FOR THE POST OF OFFICE ATTENDANT

1	Name				
2	Father's name				
3	Address				
4	Date of Birth				
5	Contact Details		Mobile	email	
6	Educational Qualification		Degree	Institution	
7	Professional Qualification		Degree	Institution	
8	Previous Experience				
	Organisation	Position	Pay	Period	Brief description of duties

Date

Signature of the Applicant