

**NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
PERSONNEL DEPARTMENT
SECRETARY'S ESTT. BRANCH**

EMPLOYMENT NOTICE

Applications are invited to fill up 66 Nos of post of CLERICAL ASSISTANT on contract basis at a contractual amount of Rs. 11,803/- P.M. for a period of six months.

The candidates should apply on prescribed format indicating their name, father's name, date of birth, Category (SC/ST/OBC/Gen), address, qualifications and experience. (If selected Original documents will be checked). The essential qualifications for the post are Senior Secondary from a recognized Board or University and a speed of type-writing in Computer not less than 35 w.p.m. in English or 30 w.p.m. in Hindi. Age between 18-27 (relaxable as per rule).

A merit list on the basis of accumulative marks of Senior Secondary will be prepared and candidates on the top only 4 times of number of the vacancies (for reserved category 5 times) will be called for Type Test and subsequently after passing Type test for interview.

Application should be filled in on-line prescribed Performa available in Website of N.D.M.C.(PERSONNEL DEPARTMENT):- www.ndmc.gov.in

The Last date to fill on-line application is **23.02.2012.**

Only selected candidates will be called for Test/interview. Applications which are rejected will not be informed.

The Council reserves the right not to fill up all or any of the vacancies advertised, if the circumstances so warrant in public interest.

**Sd/-
SECRETARY**