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DELHI URBAN ART COMMISSION
(A Statutory Body under Ministry of Housing and Urban Affairs, GOI)
Core 6A, UG & First Floor, India Habitat Centre
Lodhi Road, New Delhi-110 003

Vacancy Circular

Applications are invited for filling up one post of Daftary (Group 'C') in the Delhi Urban Art Commission, an autonomous body under Ministry of Housing and Urban Affairs by Direct Recruitment basis in Level-2 of Pay Matrix, as per following criteria:-

1. **Age** : Maximum 25 years, minimum 18 years
(Maximum age relaxable for OBC (non-creamy layer) as per Govt. instructions.)
2. **Educational & other Qualifications** : **Essential qualifications:**
(i) High School/Matriculation Pass.
(ii) Ability to read and write English.
Desirable:
(i) Experience in maintaining records.
3. **Period of Probation** : Two years
4. **No. of Post** : 01 (Reserved for OBC (non-creamy layer) category)

The post carries Dearness Allowance, HRA and other benefits like medical reimbursement, LTC etc. as stipulated in the Delhi Urban Art Commission (Employees Terms and Conditions of Service) Regulations amended from time to time. Appointee will be governed by New Pension Scheme (NPS).

Please click on the link provided in DUAC's website (duac.org.in) at Human Resources - Vacancy section for filling up the application form and attachment of relevant educational and OBC Certificates.

The candidature may be cancelled in case of incorrect/wrong information given in the application and as evident in original documents.

Notifications regarding selection, details of screened/short listed candidates to be called for Written examination along with criteria adopted and any updates shall be displayed only on DUAC's official website: duac.org.in. from time to time.

The persons in Government service must apply through proper channel or should obtain 'No Objection Certificate' from their present employer. The applicant shall not be permitted to withdraw subsequently.

The candidate selected will be required to join the post on immediate basis.

The Commission reserves the right to cancel the recruitment process at any point of time without assigning any reasons thereof. Last date/closing date of submission of application will be counted/considered for age & experience.

Secretary