

**APPLICATION FORM FOR THE POST OF
JUNIOR ASSISTANT (CONTRACTUAL)**

(Please read the notes given at the end before filling the form)

Please paste
duly self-
attested
passport size
photograph
here

Advt. No.

1. Name (in Block LETTERS):

2. Father's/ Husband's Name:

3. (i) Date of Birth (in figures)

(in words):

(ii) Age: Years: Months: (as on date))

Tel. No..... Mob. No..... Email ID.....

4. Nationality: Male/Female: Married/Unmarried:

5. Postal Address	Permanent Address
.....
.....
.....

Pin Code: Pin Code:

6. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List)/PWD (VH/OH/HH). If yes, please indicate & attach copy of the certificate:

7. Are you Ex-serviceman/Disabled Defence Personnel/Dependent of Defence Personnel killed in action? If so, attach copy of the Certificate:

8. Level of Computer Proficiency: Basic/Intermediate/Advanced:

Brief Description of Computer Skill/ Proficiency:

.....

9. Special Interest, if any:

10. Educational Qualifications:

Examination Passed	Year of Passing	Name of the School/ College/ University attended	Div.	% age of Marks/ Grade	Subject Offered

11. Technical Qualifications:

Examination Passed	Year of Passing	Institution	Div.	% age of Marks/ Grade	Subject Offered

12. Experience, if any (Administrative/Technical/Any other):

Office in which worked/working	Designation Permanent/ Temporary	Period		Length of Experience	
		From	To	Years	Months

13. Any other information:

.....

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.....

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14. Have you applied for any other post in the University? Give details:

.....

.....

.....

15. Indicate the time you will require to join, if selected:

Dated:

.....
Signature of the Applicant

Declaration

I declare that the statements made in the Application Form are true to the best of my knowledge and belief.

Dated:

.....
Signature of the Applicant

.....

For applicants in Employment.

The facts stated in the above application have been verified and found correct.

Dated:

.....
Head of the Department/Institution
(With Seal)

Notes:

1. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
2. Applicants who are in employment should send their applications through proper channel.
3. The incomplete application form will be rejected.
4. No. T.A./D.A. will be applicable.
5. Attach additional sheets, if necessary.



Agricultural Economics Research Centre

(University of Delhi)

Delhi – 110 007

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Prof. Param Jit
Director (Acting)

WWW.VACANCYFORM.ORG

Advt.No. 02/2023

Date: 21 February 2023

ADVERTISEMENT

Agricultural Economics Research Centre, University of Delhi, Delhi-110007 invites application from eligible candidates for the following position on temporary/contract basis.

Sl. No.	Name of the Post	No. of Post(s)	Emoluments	Category
1.	Junior Assistant (Accounts)	01	As per existing rule of University of Delhi	UR

Essential Qualifications

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board University/Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi typewriting through computers.

Desirable Qualifications

The candidate should have knowledge and work experience of Accounts, Tally, MS-Office (Excel, Word and Power Point), GST, TDS and Pay Roll Management.

Age: Below 27 Years (as on last date of receipt of application)

The initial tenure of this position is six months from the date of appointment and likely to be extended subject to availability of funding, satisfactory performance of the candidate and approval of the competent authority. There will be an yearly performance review.

The eligible and desirous candidates, fulfilling the criteria, should send their application in the prescribed application format along with proof of experience and testimonials (by hand or by post) to the following address latest by **04:00 PM on 20th April, 2023.**

Section Officer
Agricultural Economics Research Centre
Delhi School of Economics Campus
University of Delhi, Delhi-110 007

Those who had applied earlier in response to our Advt.No.03/2021 dated 22 November 2021, if desirous, are required to apply afresh. Applicants may contact 011-27667648 & 2766173 during office hours for further clarification.

The Centre reserves the right not to fill the position, if the circumstances so warrant. Conditions of eligibility are subject to change without notice, as per the University of Delhi Guidelines.

Application Form – Please visit University of Delhi & AERC website:
www.du.ac.in and www.aerc.du.ac.in

Prof. Param Jit
Director (Acting)

Agricultural Economics Research Centre
University of Delhi