

Date: 23.05.2019

NOTICE

VACANCY FOR THE POST OF CHIEF CASHIER ON CONTRACT BASIS

Applications are invited from eligible candidates for engagement on the following post, purely on **contractual assignment** at **High Court of Delhi at New Delhi** for Delhi International Arbitration Centre (DIAC).

(1) (a) Post: **Chief Cashier**

(b) Eligibility: Retired Government Servant below the age of 65 years & in fit state of health, having sufficient experience of working as **cashier**.

(c) Remuneration: A consolidated remuneration of **Rs. 44,900/-** per month

(d) Number of vacancies: **One** (1)

Initially, the contract shall be for a period of one year, further extendable depending upon the requirement. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated at any point of time without assigning any reason whatsoever, without any notice. However, the candidate engaged on contractual assignment will have the option to give up his assignment by giving one month's advance written notice. The selected candidates shall have no right to claim regularisation or continuation of service. The last date for receipt of the applications is **13.06.2019**.

[A] **Mode of Selection**

Selection for the post of Chief Cashier shall be made on the basis of interview.

[B] **How to apply**

Applications can be sent by Registered/Speed post with words "**Application For The Post of Chief Cashier**" super scribed on the envelope addressed to:

"The Coordinator, Delhi International Arbitration Centre, 3rd Floor, Medical Unit Building, Delhi High Court Campus, Shershah Road, New Delhi-110503".

The applications should contain necessary particulars viz.

- (i) Name of Candidate.
- (ii) Father's Name.
- (iii) Correspondence address (both present & permanent)
- (iv) Telephone number & e-mail address.
- (v) Date of Birth along (with necessary birth proof).
- (vi) Age as on **31.05.2019**.
- (vii) Educational & technical qualifications, if any (with necessary proof).
- (viii) Work experience (with requisite documents and details of prior employment).
- (ix) Two self-attested recent passport size photographs.
- (x) Self-attested photocopies of all the aforesaid documents


[C] Rejection of application:

Illegible, incomplete and unsigned applications and the applications received after the cut off date shall be rejected summarily without any notice and no inquiry in that regard shall be entertained.

[D] The candidates applying for the post must ensure that they fulfil the eligibility criteria for the post. The candidature shall be purely provisional at all stages and shall be subject to their satisfying the prescribed eligibility conditions. If on verification at any stage, it is found that the candidate does not fulfil any of the eligibility condition OR information furnished by the candidate is incorrect, his / her candidature for the post shall stand cancelled without any notice or further reference.

[E] No TA/DA shall be payable to the candidates for appearing in interview.

[F] The date of interview shall be notified on the website of High Court of Delhi i.e. www.delhihighcourt.nic.in, and no separate information shall be sent to the candidates in this regard.


Navjeet Budhiraja
Additional Coordinator
Delhi International Arbitration Centre (DIAC)