

High Court of Delhi

(Delhi International Arbitration Centre)

Advertisement for the Post of Personal Assistant / Stenographers at DIAC

(On Purely Contract Basis)

Delhi International Arbitration Centre invites online applications from eligible candidates for filling up 04 (four) vacancies for recruitment to the post of English Stenographer at Delhi international Arbitration Centre (DIAC), Delhi High Court, Shershah Suri Marg, New Delhi- 110503 on purely contract basis at the remuneration of ₹44,900/- for a period of 6 (six) months initially. All other necessary details as regards recruitment to the said post is available on "<http://dhcdiac.nic.in>" and also on the Notice Board of DIAC.

Interested candidates possessing the essential qualifications may apply in accordance with the form/ format provided on the website of DIAC. Last date of submission of Application is 05th of October, 2021 till 05:30 pm. Applications must be submitted in the prescribed proforma through e-mail only at the email id 'recruitment.diac.dhc@gmail.com'. No application will be accepted after the prescribed date. Short listed candidates will be called for skill test (short hand and typing test) followed by a personal interview/ interaction. Final selection of candidates shall be subject to the verification of original documents.

Dated: 27.09.2021

Sd/-

Coordinator cum Registrar (DIAC)

High Court of Delhi

Delhi International Arbitration Centre

Application for the Post of Personal Assistant / Stenographers at DIAC

(On Purely Contract Basis)

Recent Passport size
coloured Photograph
with Signature on it.

(Pl. paste, don't
Staple)

1.	Name of Candidate						
2.	Father's/ Husband's Name						
3.	Gender						
4.	Date of Birth (in Figure) in DD/MM/YYYY (in words)						
5.	Age as on the 05.10.2021	__Years__ Months __Days					
6.	Address for Communication with Pin Code						
7.	Permanent Address with Pin Code						
8.	Email id						
9.	Mobile Number						
10.	Aadhaar Number						
11.	Educational Qualification						
	Name of Exam	Board/ University	Year of Passing	Subject Studied	Total Mark	Mark obtained	Percentage
	X th						
	XII th						
	Graduation						
	Further Qualification, if any						
12.	Technical/ Professional Qualifications:						

13.	Typing Speed Short hand Speed	_____ Words per minute (wpm) _____ Words per minute (wpm)
14.	Experience, if any	

Declaration:

1. I hereby declare that all the information given above is true.
2. I shall not claim any right to any permanent post either at DIAC or the establishment of High Court of Delhi.

Date:

(Signature of the Candidate)

Place:

Annexure-A

Eligibility criteria for the post of Personal Assistant (PA) on contractual basis: -

- (a) **Essential Qualification:** Graduate from a recognized University and having speed of not less than 100 w.p.m. in Shorthand (English) and 40 w.p.m. in typing (English) on computer with knowledge of Computer.
- (b) **Age:** Age should not be below 18 years and over 32 years as on the date of application.
- (c) **Mode of Appointment:** Eligible candidates will be required to appear in skill test in English Shorthand (speed of 100 w.p.m.) and Type Test in English on Computer (speed of 40 w.p.m.) and shortlisted candidates who are successful in the skill test in Shorthand and Type Test will be called for interview.
- (d) **Remuneration:** A consolidated remuneration of Rs.44,900/- (in terms of High Court's office order No.01/Estt./E-8/DHC dated 05.01.2019)
- (e) **Tenure:** The term of the contract shall be initially for a period of six months.