

GOVT. OF NCT OF DELHI
DELHI DISPUTE RESOLUTION SOCIETY (REGD.)
(DEPTT. OF LAW, JUSTICE & LEGISLATIVE AFFAIRS)
B-WING, GROUND FLOOR, VIKAS BHAWAN-II, CIVIL LINES, DELHI - 110054
Phone Nos.: 23813785 / 23813778

Appointment of staff on contract basis in
Delhi Dispute Resolution Society, Delhi

Applications in the prescribed Performa are invited for the various posts of Additional Directors/Coordinators (05), UDC (06), LDCs (08) and Peons (09) in the Delhi Dispute Resolution Society, a Society of the Government of NCT of Delhi registered under the Society Registration Act, 1860. The incumbents will be appointed purely on contract basis for a period of six months, which may be extended from time to time for a further period of six months not exceeding a total period of three years from the date of initial appointment. **The last date for receipt of applications is 03.10.2012 and the tentative date of interview will be 20.10.2012.** The candidates shall submit their bio-data enclosing therewith the attested copies of the documents showing their eligibility to the Director (ADR), Govt. of NCT of Delhi, B-Wing, Ground Floor, Vikas Bhawan-II, Civil Lines, Delhi-54, upto the last date of receipt of applications 03.10.2012.

S. NO.	Name of Posts	No. of Posts	Pay Scale	Contractual Salary (No allowances)
1	Additional Director	05	15600-39100 Grade Pay 5400	Minimum Pay + Grade Pay + DA as on date
2	UDC	06	5200-20200 Grade Pay 2400	-Do-
3	LDC	08	5200-20200 Grade Pay 1900	-Do-
4	Peon	09	5200-20200 Grade Pay 1800	-Do-

Details of educational qualifications, work experience and other qualifications are required of prospective applicants are as under:

- Additional Director / Coordinator :** The candidate should be graduate in any discipline from a recognized University, having Managerial skills and knowledge in Psychology.

Desirable : Degree in Law and having experience in Mediation.

2. **UDC** : The candidates having graduate degree in any discipline from a recognized University with Diploma / Certificate Course in Computer Applications with minimum of two years experience.
Desirable : Having knowledge of stenography in English language.
3. **LDC** : The candidates having at least senior school certificate (10+2) and has been declared qualified in the type test in English with minimum speed of 40 w.p.m.
Desirable : Having Diploma / Certificate of Stenography in English or Hindi language and knowledge of Computer Applications. Preference will be given to the Graduate candidates.
4. **Peon** : The candidate should have matriculate qualifications from any recognized Board.
Desirable : Having a driving license for driving light motor vehicles and / or Technical knowledge in Plumbing and /or Electric Works or any other technical / vocational skills.

The Society will form a list of eligible candidates which shall be valid for a period of one year and the vacancies may be filled on need base. The Chairman reserves the right to increase and decrease the number of vacancies shown against each post without notice.

In case of receipt of large numbers of applications, the applications shall be scrutinized and only shortlisted candidates will be called for interview. The date of interview be checked from website. No separate letters will be sent. No TA / DA shall be paid for interview.

The appointment shall be purely on contract basis and the selected candidates shall have no right for regularization on the post.

Payment of remuneration to the contractual appointment will be based on the minimum of the scale of pay plus Grade Pay plus DA as on date only as mentioned against the posts. No other financial allowance / facilities shall be payable to contractual appointee.

Sd/
Director (ADR)

APPLICATION FORM

1. Name of post applied for :.....
2. Name of applicant :.....
3. Father's / Husband's Name :.....
4. Address for correspondence :.....
.....
5. Phone No. (Res./Mobile) :.....
6. Nationality :.....
7. Date of Birth :.....
8. Whether belong to SC/ST/OBC/PH/Ex-serviceman :-

**Affix
Self Attested
Photograph**

9. Details of Educational Qualifications:-

S. No.	Educational Qualifications	Year of Passing	Institute from which degree/certificate obtained

10. Details of experience:-

S. No.	Name of Organization	Pay Scale	Period		Work Done
			From	To	

11. Details of Testimonials attached:-

1.
2.
3.

I hereby certify that the information / testimonials provided above is true to the best of my knowledge and in case any facts / testimonials are found to be false or incorrect or suppressed, I shall be liable to be terminated from my deployment for which I have applied.

Date :

Signature of the applicant