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

Applications are invited for engaging one Full Time 'IT Consultant' in the Commission purely on contract basis on a consolidated remuneration of Rs.33,333/- (Gross) per month, as per following criteria :

1. Scope of Work:-

- (i) Complete handling & maintenance of DUAC website www.duac.org and HCC website www.hccdelhi.org including uploading and creation of new page on the websites.
- (ii) Handling all the IT related work of the Commission's website, digitization of records etc.
- (iii) Maintenance of proposal tracking system.
- (iv) Handling Online Proposals for Assessment and Approval System (OPAAS).
- (v) Creation of email IDs with NIC domain etc. as per guidelines issued by the Govt.
- (vi) Attending day-to-day network/internet issues.
- (vii) Attending to hardware and software issues.
- (viii) Day to day maintenance of IT related hardware and software works in DUAC including Local Area Networking (LAN).
- (ix) Helping the Commission to adopt IT related Government Policies.
- (x) Aadhar Enabled Biometric Attendance System.
- (xi) Any other IT related assignment given from time to time.

- 2. Age** : Minimum 25 years, Maximum 35 years.
- 3. Essential Qualification** : Diploma in Computer Science/IT Applications/ 'O' Level from NIELIT/DOEACC or equivalent from recognized University or Board.
- 4. Experience** : At least 01 year experience in Computer Networking, Computer Troubleshooting and maintenance.

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Other terms & conditions for appointment:

- 1) The aforesaid purely contractual post does not carry Dearness Allowance, HRA, Gratuity and other benefits like medical reimbursement, LTC etc.
- 2) (i) The Consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of the contract and sign a non disclosure undertaking to this effect. Failing to maintain official secrecy will be liable for suitable action.
(ii) As a measure of security a fortnight's remuneration from the first month's remuneration shall be withheld which shall be released when Consultant quits the services of the Commission. No interest shall be payable on the amount withheld.
- 3) Consultant shall be engaged only after obtaining their verification of antecedent by the Police.
- 4) The Consultant will mark his/her attendance in the Aadhar Based Biometric Attendance Machines installed in the premises of the Commission.
- 5) During the contract with the Commission, no other assignment/consultancy of any type, will be accepted by the Consultant.
- 6) Consultant will work in the premises of the Commission or at such locations as may be decided from time to time.
- 7) Office timings will be 9.00 A.M. to 5.30 P.M. with half an hour lunch break in between (from 1.00 P.M. to 1.30 P.M.) for six days in a week (Monday to Friday and 2nd & 4th Saturday). All Sundays and Gazetted holidays shall be deemed as holidays. However, depending on exigencies of work Consultant may be required to attend office on 1st & 3rd Saturdays/holidays as well. For the holidays spent in office Consultant may avail compensatory leave on any working day with the prior approval of the Secretary, DUAC.
- 8) Appropriate action shall be taken for unauthorized absence from duty. In the event of becoming unfit for performance of the duties assigned, due to such causes as ill-health, infirmity, accident etc., the Consultant will communicate the same to Secretary, DUAC for further decision in the matter.
- 9) The Consultant will be bound to abide by instructions given in writing or verbally by Administration/Secretary, DUAC from time to time and will not refuse to accept any communication delivered by the office.
- 10) Any loss of or willful damage made to the official equipments shall be recoverable from the remuneration to be paid to Consultant.
- 11) The Consultant during contract period cannot use designation or any official nomenclature.
- 12) Termination of the contract will require 30 days notice from the Consultant. However, the Commission reserves the right to terminate the contract at any time, without assigning any notice.
- 13) Any dispute, if arises, will be within the jurisdiction of Delhi Court.

Application complete in all respect addressed to the Secretary, Delhi Urban Art Commission, Core-6A, UG & First Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003, should be sent in prescribed proforma so as to reach within 21 days of date of issue of this advertisement.

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

Secretary

APPLICATION PROFORMA

Affix recent
self-attested
passport size
photograph

Full Time IT Consultant

1.	Name (in Capital letter)	
2.	Father/Husband Name	
3.	Date of Birth	
4.	Permanent Address	
5.	Address for communication	
6.	Contact/Mobile Number	
7.	Email ID	
8.	Nationality	
9.	Category SC/ST/OBC/Gen/PH (attach certificate)	

10. Details of academic/technical/professional qualification:-

S.No.	Qualifying Examination	Board/Institution/ University	Subject Studied	Duration of Study	Year of Passing	% of Marks

11. Details of Experience (In Chronological Order):-

Name of Organization & Address	Name of Post	Salary Drawn	Duration of service		Whether regular/ contractual	Nature of duties performed
			From	To		

12. Any relevant information, if any:

13. **DECLARATION**

I have carefully gone through the advertisement and the terms and conditions of engagement. My application duly supported by documents submitted by me. I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief.

(Signature of Applicant)

Place:

Date:

Note: Please note that self-attested copies of certificates regarding Educational Qualification, Experience etc. are to be attached with the application form.