

**Delhi Skill and Entrepreneurship University
Integrated Institute of Technology
Sector-9, Dwarka, New Delhi**

**INSTRUCTIONS FOR APPLYING FOR THE POSTS OF OFFICE
EXECUTIVES**

Applications are hereby invited for the post of **Office Executive** on contractual basis for the World Class Skill Centres in NCT of Delhi under Delhi Skill and Entrepreneurship University.

1. Number of posts:

S.No.	Name of Post	No. of posts*	Consolidated Monthly Remuneration (Rs.)
1.	Office Executive (OE)	10	40,000/-

2. **Qualification for the Posts:** Please refer **Annexure-I**.

3. **Conditions for engagement on contractual basis.**

- I. Before applying candidates should ensure he/she fulfills all the eligibility conditions/norms.
- II. Selected candidates will be posted anywhere in NCT of Delhi.
- III. Candidates before joining shall enter/sign a Contract/bond with DTTE on prescribed terms and conditions refer **Annexure-II**. The contract shall be for One year which is extendable for three years based on annual performance.

4. **How to apply:** Application shall be submitted on A-4 size white paper written in their own handwriting with blue ball point pen only on one side of the paper and should be in-conformity with the format given in this notice. **The format of Application form is at Annexure III** and for **duties and responsibilities please refer Annexure IV**.

- i. **Photograph:** one recent passport size photograph in white background with clear front view of the candidate in normal attire without cap/sunglasses/wigs should be pasted on the application in the space provided and signed by the candidate on the top of the photograph.

ii. Enclosures:

- a) All the photocopies of Academic/professional & experience should be self attested and firmly attached along with the complete application form.
- b) Mail address & Mobile no. of the candidate must be clearly mentioned for further course of contract/correspondence.

5. **To whom apply:** The application complete in all respect along with the enclosures duly attached should be sent through Speed post or email at registrardseu@gmail.com addressed to:-**the Registrar, D.S.E.U., Integrated Institute of Technology Campus, Sector-9, Dwarka, New Delhi.**
6. The envelope containing the application should clearly be superscribed as **“Application for the post Office Executive for World Class Skill Centres at Delhi under Delhi Skill and Entrepreneurship University”**.
7. **Mode of Selection:** Candidates who have been shortlisted after scrutiny of application will subsequently be called for an Interview/Test, whose details will be uploaded on the website.
8. **Final Decision:** The decision of the Delhi Skill and Entrepreneurship University in all matters relating to eligibility , acceptance or rejection of the application, penalty for false information and mode of selection will be final, binding on the candidates and no enquiry or correspondence will be entertained by in this connection. Delhi Skill and Entrepreneurship University reserves the right to cancel the candidature of the candidate at any stage of recruitment process and even after the selection/appointment of the candidate, if he/she does not fulfill the conditions specified in the notification.
9. The Delhi Skill and Entrepreneurship University reserves the right to rectify inadvertent error, omission, if any.

(RAJ KUMAR)
REGISTRAR

Enclosure:-

Annexure-I: Qualification for the Posts

Annexure-II: Terms and Conditions as part of Contract of Engagement

Annexure-III: Format of Application Form

Annexure-IV: Duties and Responsibilities

Annexure-I

A. Qualifications for Candidates applying for the post of Office Executive(OE)

- I. Bachelor's degree in any discipline from recognized University.
- II. Having three (03) Years experience in administrative/office/ account related work.
- III. Typing speed (English) 30 W.P.M. and Proficient in IT-Skill (MS-Word, Excel & Power point etc.)
- IV. Age limit: - Up to 35 years (relaxation for SC/ST/OBC/PD etc. as per existing government rules.

Desirable:

Fluency in English- able to communicate in English (both written & spoken).

Terms and conditions as part of Contract of Engagement

1. Effective Date:

The engagement is purely on contractual basis for the period of one year from the date of appointment which shall be extendable for a period of three years upon satisfaction of the performance on year to year basis. The engagement will not entitle to any claim or right of regularization of service on the basis of this engagement.

2. Period:

The appointment is on contract basis for a period of one year which shall be commence w.e.f. the date of appointment and will be reviewed annually on the basis of prescribed performance etc. the period may be extended further.

3. Remuneration:

The consolidated contractual monthly remuneration (including all perks and benefits) will be Rs.40, 000/- for Office Executive and will not be entitled to any other allowance under whatsoever name, except the consolidated monthly contractual remuneration. However, local conveyance/fare will be payable for travelling in the field for office work. In such case OE shall be entitled to seek reimbursement as per approved rates of the Government of NCT of Delhi.

4. Duties and Responsibilities are attached in Annexure-IV.

5. **Work Place:**

It will be the liability of Office Executive to serve in any part of NCT of Delhi, which includes all such places where works related to DESU/WCSC, are functional.

6. **Working Days and Timings:**

The working hours of the office shall be as declared from time to time. Office will be functional 5 days a week i.e. Monday to Friday (minimum 8 hours daily excluding lunch) and shall also be acceptable if revised. Office Executive will be eligible to avail all gazette holidays observed by Government of NCT of Delhi. However, in the event of exigencies of services, Office Executive may be called for duty on Saturday, Sunday and any public holidays. Office Executive may also be called for duty in shifts also like morning shift, evening shift and in the event of weekend classes on Saturday and Sunday also.

7. **Leaves:**

The casual leaves of 8 days and 2 days Restricted Holidays per academic session can be availed only with the prior permission of the authority, leaves other than these shall be treated as absent and remuneration shall be deducted accordingly.

8. **General Terms and Conditions of work:**

- a. Office Executive will perform, observe and conform to such duties, directions and instructions assigned or communicated to Office Executive by the DESU/WCSC authorities and those in authority over Office Executive. No additional/extra allowances or remuneration will be paid to Office Executive for discharging the assigned work or additional duty assigned to them as and when required.

- b. It is strictly not permitted to pick up remunerative work elsewhere while Office Executive is engaged with DESU/WCSC if found, then his engagement will be terminated.
- c. It is strictly not permitted to enter into any commitments or dealings on behalf of the DESU/WCSC or which Office Executive has no expressed authority, now alter or be a party to any alteration of any principle or policy of the DESU/WCSC or exceed the authority or discretion vested in them without the previous sanction of the DESU/WCSC or those in authority over them.
- d. It will be OE's responsibility for the safe keeping and return in good condition and order of all DESU/WCSC property, which may be in OE's use, custody or charge.
- e. Written Article/Correspondence:
Any articles written by Office Executive individually or jointly with any other person/persons pertaining to activities during the course of this assignment with us, and all correspondence that Office Executive may have with other organizations in connection with activities shall become the sole property of DESU/WCSC and Office Executive will have no claim over the same.
- f. Office Executive will be required to update themselves on the usage of computers or any other equipment, which may be required by the DESU/WCSC from time to time.
- g. Office Executive will not involve in any kind of political activities with any political parties direct and indirectly.
- h. Office Executive will not generate any pressure on their superior authorities of DESU/WCSC by means of political influences/bureaucracy etc.
- i. No discrimination among the students regarding caste, religious economy level or gender differences etc. and shall be responsible for making the harmonious atmosphere among the students.

- j. Office Executive will be agreeing to deposit all the original documents/testimonials with the safe custody of the authorities of Desu/WSCS.

9. Confidentiality:

Office Executive will not, either during or after employment with DESU/WSCS either by word of mouth or otherwise, divulge particulars or details of our modus operandi, technical know, security arrangements, administrative and/or organizational matters of confidential or secret nature which may be their personal privilege to know by virtue of their employment with DESU/WSCS and Office Executive will both during and after their employment take all reasonable precautions to keep all such information confidential.

10. Misconduct:

If any time in the opinion of DESU/WSCS, which is final in this matter, Office Executive are found guilty of any type of financial irregularity, disobedience, disorderly behavior, negligence or indiscipline or loss of confidence or of any other conduct considered to be detrimental to the interests of the DESU/WCSC or of violation of one or more terms of this contractual engagement, the contract signed with Office Executive is liable to be terminated with immediate effect and he/she will also be liable for suitable penalty which will be decided by DESU/Govt. of NCT OF Delhi.

11. Arbitration:

Any dispute which is not settled by mutual agreement/contract, shall be at the option of either party and, upon written notice to the other party, be settled through arbitration. The arbitration shall be

conducted in accordance with the arbitration act. Arbitration shall take place in New Delhi and the proceedings should be held in English language. In any arbitration, there shall be appointed arbitrator(s), in terms of the India arbitration act.

12. Jurisdiction:

The Jurisdiction of this agreement/contact for implementation/dispute settlement is limited to Delhi only.

13. Expiry of Contract:

The contract shall stand terminated automatically on expiry of the above stipulated period if not extended prior to the stipulated date of expiry of the contract.

14. Termination of Service contract:

- a) The employment contract, executed by DESU/WCSC with OE's can be terminated with immediate effect without assigning any reason by giving one-month notice or payment of one month's consolidated remuneration in lieu thereof and in case Office Executive want to resign from contractual employment he/she can also do the same by giving one month notice or payment in lieu thereof then MT must have to deposit the expenditures of DTTE/WCSC incurred on OE's with 18% interest from the date of the joining.
- b) In case of absence for a continuous period of 8 days (including absence when leave though applied for, is not granted or when OE overstay period of sanctioned leave by 8 days), OE would lose the contractual right arising out of this contract.
- c) This appointment is subjected to verification of OE credentials, testimonials and is based on the information supplied by OE to us in

their application, personal data form and other documents, in case at later stage any information is found to be incorrect or some material information is found to have been concealed, OE appointment will be deemed to be invalid and OE will be liable to discharge forthwith and penalty as well.

- d) Periodic performance appraisals of OE work will be assessed by the authorities of DESU/WSCS at any time. In case OE performance is not found up to the benchmark, the service contract is liable to be terminated.

The Office Executive agrees that the offer of engagement is provisional and subjected to the verification of qualification, experience and other documents submitted by them.

IN WITNESS WHEREOF, the Office Executive has hereunto set his hand, and the employer has caused these present to be executed in its name and on its behalf, all of as of the day and year first above written.

(For & on behalf of DTTE/WCSC)

(.....)

(Signature of employee

Office Executive)

Name:.....

Annexure-III

By Speed Post/ EMAIL

**Delhi Skill and Entrepreneurship University
Integrated Institute of Technology
Sector-9, Dwarka, New Delhi**

Las date for receiving of duly filled applications: _____ January, 2021
upto 4.00 p.m.

APPLICATION FORMAT FOR ENGAGEMENT OF OFFICE EXECUTIVE

1. Ref No.: F.
2. Post applied for _____
3. Full Name of candidate (in capital letters): _____
4. Father's Name: _____
5. Mother's Name: _____
6. Date of Birth:

D	D	M	M	Y	Y	Y	Y
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In words _____
7. Age as on 01.01.2021: _____ years _____ Months _____ days
8. E-mail Id: _____ Mobile number _____
9. Mark of identification: _____
10. Nationality : _____, Aadhaar No. (Optional) _____
11. Religion: _____
12. Marital Status _____
13. Gender Male _____/Female _____
14. Category: _____ **Gen/SC/ST/OBC/PD/Ex-serviceman**

15. Last Three Months Emoluments drawn (in Rs.): _____

16. **Qualifications:**

(a) Educational Qualifications:

S.N.	Qualification	Recognised Board/ University/ Institute	Year of passing with duration	%age of marks with division	Subjects

(b) Post Graduation Qualifications:

S.N.	Qualification	Recognised Board/ University/ Institute	Year of passing with duration	%age of marks with division	Subjects

(c) Additional Qualification/Certification:

S.N.	Qualification	Recognised Board/ University/ Institute	Year of passing with duration	%age of marks with division	Subjects

(d) Professional/Technical Trainings/Courses attended during service:

S.N.	Qualification	Recognised Board/ University/ Institute	Year of passing with duration	%age of marks with division	Subjects

17. **Experience (Relevant Professional):**

(a) In Industry (Practical): Total _____ Years _____ Months

S.N.	Name of Organization/ Department	Position held	Nature of duty	Period	Last Salary drawn	Reason for Leaving

(b) In Institute (Teaching/Training for Master Trainer)

Total _____ Yars _____ Months

S.N.	Name of Organization/ Department	Position held	Nature of duty	Period	Last Salary drawn	Reason for Leaving

18. In case of serving employee:

Organization where employed	Address of employer	Designation/Post held	Date of appointment	Whether NOC obtained or Not

19. Awards & Achievement

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20. Language Know

Language	Spoken	Written
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)

21. Reference (Must mention the HR, Head and Immediate Officer of the last organization)

Name of referee	Company/Title	No. of Year applicants Known to referee	Contact No.
1.			
2.			
3.			

22. Correspondence Address:

House No. _____
 Village/Mohalla/Colony/Sector _____
 Tehsil _____ Police Station _____
 District _____ City _____ State _____
 Pin code _____ Ph. No. with STD _____
 Code: _____
 Mobile No. _____ E-mail _____
 ID: _____

23. Permanent Address:

House No. _____
 Village/Mohalla/Colony/Sector _____
 Tehsil _____ Police Station _____
 District _____ City _____ State _____
 Pin code _____ Ph. No. with STD Code: _____
 Mobile No. _____ E-mail _____
 ID: _____

26. Indian Passport No.: _____ Validity up to _____

Details of the Enclosure		Tick
1.	Master's Degree & Mark Sheet	√
2.	Bachelor's Degree & Mark sheet	

Declaration in Candidate's own hand writing

I, _____ S/o, W/o, D/o Sh. _____
hereby declare that all the statements made in this application are true,
complete and correct. In the event of any information being found false
or incorrect or myself being not eligible in terms of eligibility criteria, my
candidate/appointment is liable to be cancelled/terminated without any
notice. I further undertake that:

- 1) I am willing to work as Office Executive on contract basis for one
year extendable for three years based on my performance and as
per norms/guidelines of DESU, Delhi
- 2) I will bring all my original documents when called for interview.

(Signature of applicant)

Dated: _____

Name of applicant

Place: _____

DUTIES AND RESPONSIBILITIES FOR OFFICE EXECUTIVE

The key responsibilities of the Office Executive includes day to day administration and accounts related work of the staff as well as the trainees of the Institute as under:-

a) Administrative work of staff:

To look after/maintain day to day administrative work of institute related to staff Like-appointment letters, service book and other related data etc. of staff

b) Administrative work of Trainees:

To maintain the record/data in respect of admission, attendance, internal assessment, examination, result, placement, internship etc.

c) Accounts work of staff:

To maintain the personal attendance, leave account and salary records of staff like- and to manage the training related data (for admission, attendance, examination, result, placement and other activities involved during the training) of the trainees.

d) Accounts work of Trainees:

To maintain records/data of cashless admission fees, scholarship/stipends examination fees, security deposit and any other finance related matters

e) To look after the complete work of DESU/WCSC store & inventory.

f) Any other work assigned by the Authority.