

प्रोफेसर रमेश चन्द्रा  
अध्यक्ष, रसायन शास्त्र विभाग  
दिल्ली विश्वविद्यालय  
दिल्ली - ११०००७



PROF. RAMESH CHANDRA  
HEAD, DEPARTMENT OF CHEMISTRY  
UNIVERSITY OF DELHI  
DELHI - 110 007

Ref. No. CHEM/2018/ 1370

Dated: 10.10.2018

### Walk-In-Interview

Applications are invited for Five "Project Assistant" position to work in the Department of Chemistry, University of Delhi, Delhi. The detailed requirements are given below:

#### Essential Qualifications:

Must have minimum a M.Sc. Degree in Chemistry/Biochemistry/Biomedical/Chemical Science from a recognized University.

#### Desired Qualifications:

Must have high degree of multi-tasking and time management capability, excellent written and verbal communication skills, integrity and professionalism, proficiency in MS Office, proficiency in English (oral and written), excellent communication and people skills.

#### Job Responsibilities:

Must create and update records ensuring accuracy and validity of information, sort and distribute communications in a timely manner, schedule and plan meetings and appointments, resolve office-related malfunctions and respond to requests or issues maintain files and records so they remain updated and easily accessible, perform other office duties as assigned, etc.

#### Salary:

Fixed salary of Rs 12,000 p.m.


#### Duration:

3 - 6 months

Interested candidates may send their application to the Head, Department of Chemistry, University of Delhi at the email id: hodchemistrydu@gmail.com and appear for **Walk-in Interview** at **11:00 AM on 13<sup>th</sup> October 2018 (Saturday)** in the Committee Room, Department of Chemistry, University of Delhi, Delhi - 110007.

You are requested to kindly report at the venue by 10:00 AM. Selected candidates may be considered for future academic programs/conference etc. of the Department.

Please note that no TA/DA will be paid for attending the interview.

  
Head of the Department  
Department of Chemistry  
Head, Chemistry Department  
University of Delhi, Delhi-110007