

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/2018/1187

Dated: 26.10.2018

Advertisement

Applications are invited for "Five (05) Project Assistant(s)" 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 15,000 p.m.

Duration:

3 - 6 months

Interested candidates may send their application to the Head, Department of Chemistry, University of Delhi, Delhi - 110007 (North Campus) at the email id: hodchemistrydu@gmail.com latest by 5th November 2018 (Monday). Selected candidates may be considered for future academic programs/conference etc. of the Department.

Tha date for Interview will be announced later.

Ramesh Chandra
Head of the Department
Department of Chemistry