

DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT: GOVT. OF NCT OF DELHI
4th & 5TH FLOOR: ISBT BUILDING: KASHMERE GATE: DELHI-6

F.No.DPCC/5(9)11/CT/07/12545-47

Dated:21.10.08

DPCC WEBSITE

Sub.: Engagement of Receptionist.

This office is in the process of hiring of service of one lady receptionist for enquiry counter of the office of DPCC at 4th floor. Interested agency(s) may quote their rate latest by 04.11.2008 in a sealed cover superscribing "quotation for engagement of lady receptionist". Before submitting the rate copy of agreement to be executed in this regard may also be obtained from the undersigned in any working day between 11.00 a.m. to 05.00 p.m. M.S., DPCC reserves all right to reject or accept any or all quotation without assigning any reason.

The mandatory qualifications are as mentioned below:-

- 1) Graduation from any recognized Board/University
- 2) Having basic computer knowledge.
- 3) Well conversant in English & Hindi language.

Sd/-
(H.P. MEENA)
Admn. Officer