



काशी हिन्दू  
विश्वविद्यालय



BANARAS HINDU  
UNIVERSITY

भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

अभिकल्प नवप्रवर्तन केन्द्र

MHRD - Ministry of Human Resource & Development  
Sponsored Project - HUB & Spoke Model

Re-Advertisement No. 06/DIC BHU-S/ 17-18  
**DESIGN INNOVATION CENTRE - BHU**  
MHRD Funded Project, Govt. of India, New Delhi

Applications are invited for the following position on purely temporary (Contractual) and time bound basis under the DESIGN INNOVATION CENTRE – BHU, MHRD Sponsored Project, Govt. of India, New Delhi.

<b>Post Name</b>	:	<b>Computer Operator cum Office Assistant (one)</b> (Temporary and Purely Contractual basis under highly skilled category)
<b>Number of the Post</b>	:	One
<b>Duration of the Post</b>	:	11 Months (Purely Contractual)
<b>Pay</b>	:	Rs. 17,790 per month (fixed)
<b>Essential qualification</b>	:	Bachelor's degree with second division marks and knowledge of computer office applications. Exposure to office procedure like maintenance of files, noting, drafting, book keeping, establishment matters, legal/ purchase, etc. Knowledge of MS Word, MS Excel, etc. and other related works assign by office as per requirement of the project. The candidate will be required to appear in a Computer proficiency and Computer office applications test.
<b>Age Limit</b>	:	18-30 years for General, 18-33 for OBC and 18-35 years for SC/ST categories and also as per GOI norms.
<b>Selection Procedure</b>	:	After Screening/Scrutiny of the application selected candidate will be called for practical test/interview.

**NOTE:**

1. The Candidates should bring their original certificates for verification at the time of interview.
2. Applicants in employment [Government/ Semi Government/ Autonomous organizations] are required to submit a 'No Objection Certificate' from the employer at the time of Interview.
3. An applicant has to ensure authenticity of information provided in support of experience claimed, other documents and photograph.
4. The qualification and experience may be relaxed at any point of time by the Institute for exceptional candidates
5. There is no application fee.



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Design Innovation Centre  
Banaras Hindu University

DESIGN INNOVATION CENTRE - BHU  
Department of Applied Arts, Faculty of Visual Arts  
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6. The candidate should fulfill all the eligibility requirements on the date of submission of application form.
7. No TA/DA will be paid for appearing in the Interview.
8. The candidates do not confer any right, claim, implicit or explicit for continuation/ regularization/ absorption against any post/position in the Institute.
9. These requirements are ex-cadre and do not form part of the regular establishment of the Institute, but are merit to meet non-regular and limited time urgencies.
10. The post is temporary and is co-terminus with the project.
11. Institute have right to withdraw this post in any time.

Application should be given in prescribe proforma or in a plain paper containing, name, addresses (present/ permanent), Father/ Mother Name, Contact Numbers, e-mail, educational detail with self-attested copies of supporting documents/ testimonials and details of experience if any. (Proforma attached)

Applicants should submit their application to the following by Speed post/ Courier/Email or by hand for the said posts on or before Tuesday 3<sup>rd</sup> April 2018.

**Note- The Candidates who had already applied, do not need to apply/submit again.**

  
19/3/18

Dr. Manish Arora  
Coordinator - Design Innovation Centre - BHU  
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**DESIGN INNOVATION CENTRE, BANARAS HINDU UNIVERSITY**  
**APPLICATION FORM FOR THE POST OF**  
**COMPUTER OPERATOR CUM OFFICE ASSISTANT**


1. Name / नाम \_\_\_\_\_
2. Father's Name / पिता का नाम \_\_\_\_\_
3. Mother's Name / माता का नाम \_\_\_\_\_
4. Date of Birth / जन्मतिथि \_\_\_\_\_
5. Complete Present/Permanent Address- / सम्पूर्ण आवासीय / स्थायी पता  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Mobile No. / मोबाइल नं० \_\_\_\_\_
7. Email-ID / ई-मेल \_\_\_\_\_
8. Educational Qualification / शैक्षणिक योग्यता

Paste Here  
Recent  
Passport Size  
Photograph

S.N.	Examination	University/Board	Year	Percentage / Marks
1.				
2.				
3.				
4.				
5.				
6.				

9. Experience (if any)
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_

Applicant's Signature

  
COORDINATOR  
Design Innovation Centre  
Banaras Hindu University