

Advertisement No. 02
DESIGN INNOVATION CENTRE – IIT (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 – IIT (BHU), MHRD Sponsored Project, Govt. of India, New Delhi.

Post Name	:	Computer Operator cum Office Assistant (one) <i>(Temporary and Purely Contractual basis under highly skilled category)</i>
Number of the Post	:	One
Duration of the Post	:	11 Months <i>(Purely Contractual)</i>
Pay	:	Rs. 18,360 per month (fixed)
Essential qualification	:	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.
Post Name	:	Multitasking Staff <i>(Temporary and Purely Contractual basis)</i>
Number of the Post	:	One
Duration of the Post	:	11 Months <i>(Purely Contractual)</i>
Pay	:	Rs. 13,860 per month (fixed)
Essential qualification	:	Passed Intermediate (12 th)
Desirable experience /qualification	:	At least six month experience in any studio/lab/project for cleaning of lab & equipments, office premises, field work and all other related activities.
Age Limit	:	18-30 years for General, 18-33 for OBC and 18-35 years for SC/ST categories and also as per GOI norms.
Selection Procedure	:	After Screening/Scrutiny of the application selected candidate will be called for practical test/interview.


COORDINATOR
Design Innovation Centre
IIT- BHU

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.
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. The post is temporary and is co-terminus with the project.
10. 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 Friday, 8th March, 2019


COORDINATOR

Prof. Neeraj Sharma
Coordinator - Design Innovation Centre – IIT (BHU)
School of Biomedical Engineering
Indian Institute of Technology
Banaras Hindu University
Varanasi 221005, UP, INDIA
Email: coordinator.diciitbhu@gmail.com
Mobile No. 9235633730

DESIGN INNOVATION CENTRE, IIT (BHU)
APPLICATION FORM

1. Post Applied For _____
2. Name / नाम _____
3. Father's Name/पिता का नाम _____
4. Mother's Name/माता का नाम _____
5. Date of Birth/ जन्मतिथि _____
6. Complete Present/Permanent Address- /सम्पूर्ण आवासीय/स्थायी पता

7. Mobile No. /मोबाइल नं० _____
8. Email-ID /ई-मेल _____
9. Educational Qualification/शैक्षणिक योग्यता

Paste Here
Recent
Passport Size
Photograph

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

10. Experience (if any)

1. _____
2. _____
3. _____
4. _____

Applicant's Signature

W. Sharm
COORDINATOR
Design Innovation Centre
IIT- BHU