





<b>Staff of Director's Secretariat</b>	
<p>Sri Sandeep Prajapati  <b>Designation</b> -Jr.Superintendent  <b>Section/Unit</b> - Director's Secretariat  <b>Qualification</b> - M.B.A.  <b>Official E-mail</b> - sprajapati.ms@itbhu.ac.in  <b>Contact No.</b> - 0542-2368106, 2368427  <b>Responsibilities</b> - Supervision of the section, All works related to the Director and office</p>	
<p>Sri Adarsh Srivastava  <b>Designation</b> - Senior Assistant  <b>Section/Unit</b> - Director's Secretariat  <b>Qualification</b> - M.B.A.  <b>Official E-mail</b> - adarshks.ms@itbhu.ac.in  <b>Contact No.</b> - 0542-2368106, 2368427  <b>Responsibilities</b> - All works related to Office of the Director</p>	
<p>Sri Shashank Verma  <b>Designation</b> - Senior Assistant  <b>Section/Unit</b> - Director's Secretariat  <b>Qualification</b> - B.E.  <b>Official Email ID</b> - <a href="mailto:shashankv.ms@itbhu.ac.in">shashankv.ms@itbhu.ac.in</a>  <b>Contact No.</b> - 9838813667  <b>Responsibilities</b> - All works related to Office of the Director</p>	
<b>Staff of Registrar's Office</b>	
<p>Sri Ajit Kumar Yadav  <b>Designation</b> - Senior Assistant  <b>Section/Unit</b> - Registrar Office  <b>Qualification</b> - M.Com.  <b>Official E-mail</b> - ajitky.ms@itbhu.ac.in  <b>Contact No.</b> - 0542-2367780  <b>Responsibilities</b> - All works related to Office of the Registrar</p>	

## Staff details of Administration section (Establishment)

Ms. Arti Gupta

**Designation** - Junior Superintendent

**Section/Unit** - Administration-Establishment

**Responsibilities** - Supervision of the Section.



Ms. Nidhi Rai

**Designation** - Junior Assistant

**Responsibilities** - To deal establishment matters related with Non-Faculty staffs of various deptt./units, wage revision of the Contractual/DW/MTS as per DoPT, GOI etc. and other work assigned by the officers.



Sri Abhishek Kumar Sharma

**Designation** - Junior Assistant

**Qualification** - M.A.(History)

**Official Email ID** - [abhishekkrs.ms@itbhu.ac.in](mailto:abhishekkrs.ms@itbhu.ac.in)

**Contact No.** - 9386116079

**Responsibilities** - To deal the matters related with establishment matters of the non-faculty and contractual, daily wagger, MTS staff of Gymkhana, IWD, Proctor Office, Cafeteria, TLC etc. & maintain all record of the Establishment Section and other work assigned by the officers.



Sri Pradeep Kumar Dhanwade

**Designation** - Junior Assistant

**Qualification** - M. Tech

**Official Email ID** - [pradeepkd.ms@itbhu.ac.in](mailto:pradeepkd.ms@itbhu.ac.in)

**Contact No.** - 7376487199

**Responsibilities** -To deal all the establishment matters related with the technical and scientific staff like Grievances, Roistering, joining, transfer, posting, seniority list & pay fixation of technical staff, queries/reply of Rajya & Lok Shabha/MHRD, reply to Audit etc. and other work assigned by the officers.







Ms. Pragati Gupta

**Designation** - Junior Assistant

**Responsibilities** - To deal establishment matters related with non-faculty staff of various departments/units, re-engagement/re-employment/extension of contractual and daily wagers staff and other work assigned by the officers.



<p>Sri Rahul Choudhary  <b>Designation</b> - Junior Assistant  <b>Qualification</b> - M.B.A  <b>Official Email ID</b> – <a href="mailto:rahulc.ms@itbhu.ac.in">rahulc.ms@itbhu.ac.in</a>  <b>Contact No.</b> - 7052991198  <b>Responsibilities</b> -To deal establishment matters related with ministerial, contractual, daily wager of hostel sectors, GTAC, GRTA ,EPF, ESIC, Company bills etc. and other work assigned by the officers.</p>	
<b>Staff details of General Administration Section, Leave Unit, Diary &amp; Dispatch Unit &amp; Rajbhasha cell</b>	
<p>Sri Rajeev Ranjan  <b>Designation</b> - Junior Superintendent  <b>Qualification</b> -B.A.(Hons),LLB  <b>Official Email ID</b>- <a href="mailto:rajeevranjan.ms@itbhu.ac.in">rajeevranjan.ms@itbhu.ac.in</a>  <b>Contact No.</b> - 9589414037  <b>Responsibilities</b>- General Administration Section, Leave Unit, Diary &amp; Dispatch Unit &amp; Rajbhasha cell.</p>	
<p>Sri Gaurav Kumar  <b>Designation</b> - Junior Assistant  <b>Qualification</b> -M.B.A  <b>Official Email ID</b> - <a href="mailto:gauravkr.ms@itbhu.ac.in">gauravkr.ms@itbhu.ac.in</a>  <b>Contact No.</b> - 9662016194  <b>Responsibilities</b>- All ministerial work related to General Administration Section and all other work assigned by the superiors from time to time.</p>	
<p>Sri Tej Bahadur  <b>Designation</b> -Junior Assistant  <b>Qualification</b> -M.A. (Economics)  <b>Official Email ID</b> -<a href="mailto:tejb.ms@itbhu.ac.in">tejb.ms@itbhu.ac.in</a>  <b>Contact No.</b> -9452563900  <b>Responsibilities</b>- All ministerial work related to General Administration Section and all other Work Assigned by the superiors from time to time</p>	
<b>Staff details of Leave Unit (Non-Faculty)</b>	

<p>Sri Amit Kumar Kannaujia  <b>Designation</b> -Junior Assistant  <b>Qualification</b> -M. Com  <b>Official Email ID</b> -<a href="mailto:amitkrk.ms@itbhu.ac.in">amitkrk.ms@itbhu.ac.in</a>  <b>Contact No.</b> -9838488259  <b>Responsibilities</b> -To deal the matters related with Leave Section &amp; All ministerial work of leave unit.</p>	
<p>Mrs. Yadav Veena Paramahans  <b>Designation</b> - Junior Assistant  <b>Responsibilities</b> -To deal the matters related with Leave Section &amp; leave of technical staff.</p>	
<b>Diary &amp; Dispatch Unit</b>	
<p>Sri Ramesh Kumar Gupta  <b>Designation</b> - Sr. Technician  <b>Qualification</b> - M.A. (Sociology)  <b>Official Email ID</b> - rkgupta.ts@itbhu.ac.in  <b>Contact No.</b> - 7317485826  <b>Responsibilities</b> - Letter Sorting, Dispatch &amp; Distribution</p>	
<p>Sri G. Jagan Mohan  <b>Designation</b> -Junior Assistant  <b>Qualification</b> - B.A  <b>Official Email ID</b> - <a href="mailto:contacttomjg@gmail.com">contacttomjg@gmail.com</a>  <b>Contact No.</b> - 8840372928  <b>Responsibilities</b>- All ministerial work related to dispatch unit and all other Work Assigned by the superiors from time to time</p>	
<b>Rajbhasha Cell</b>	
<p>Sri Shashank Pathak  <b>Designation</b> - Junior Translator (Hindi)  <b>Qualification</b> -Post Graduation  <b>Official Email ID</b> -<a href="mailto:shashankp.ms@itbhu.ac.in">shashankp.ms@itbhu.ac.in</a>  <b>Contact No.</b> -7309759238  <b>Responsibilities</b>- All ministerial work related to Rajbhasha cell and all other Work Assigned by the superiors from time to time.</p>	
<b>Staff details of Non-Faculty Recruitment Cell, Estate office and Press &amp; Publicity Cell</b>	

<p>Sri Bhanu Pratap Singh  <b>Designation</b> - Junior Superintendent  <b>Qualification</b> - M.B.A, LLB  <b>Official Email ID</b> - <a href="mailto:bhanups.ms@itbhu.ac.in">bhanups.ms@itbhu.ac.in</a>  <b>Contact No.</b> - 9919388920  <b>Responsibilities</b>- Non-Faculty Recruitment Cell.</p>	
<p>Sri Jasvinder Singh  <b>Designation</b> -Junior Assistant  <b>Qualification</b> - B.Tech.(CSE), MBA  <b>Official Email ID</b> - jasvindars.ms@itbhu.ac.in  <b>Contact No.</b> -9044705114  <b>Responsibilities</b>- All the works related with Non-Faculty Recruitment Cell and Faculty Forum and Estate</p>	
<p>Sri Uttkarsha Srivastava  <b>Designation</b> - Junior Assistant  <b>Qualification</b> - B. Com., Mass Communication, M. Phil, M.B.A.  <b>Official Email ID</b> - uttkarshas.ms@itbhu.ac.in  <b>Contact No.</b> - 8004233290  <b>Responsibilities</b>- All responsibilities related with Press &amp; Publicity Cell, Institute Newsletter and deal with all types of Estates matters.</p>	
<b>Staff details Confidential Cell</b>	
<p>Sri Ravi Garg  <b>Designation</b> - Junior Assistant  <b>Qualification</b> - B.com, LLB  <b>Official Email ID</b> - <a href="mailto:rgarg.ms@itbhu.ac.in">rgarg.ms@itbhu.ac.in</a>  <b>Contact No.</b> - 9919199798  <b>Responsibilities</b>- All the work related to Vigilance, Legal Cell and Board of Governors of the Institute. In addition to that any other work assigned by the Authority.</p>	
<b>Staff details of RTI Cell</b>	
<p>Ms. Juhi Pandey  <b>Designation</b> - Junior Assistant  <b>Section/ Unit</b> - RTI Cell  <b>Responsibilities</b> - All the works related to RTI cell of the Institute. In addition to that any other work assigned by the Authority.</p>	