

Institution of Eminence

Advt. No. : IoE/2020-21/Advt./01

Dated : 27.06.2020

ADVERTISEMENT

Applications are invited from eligible candidates for the following positions with a fixed emolument, as mentioned against each, under "Institute of Eminence" (Dev. Scheme No. 6025) under the Coordinator, IoE, Banaras Hindu University. The posts are purely temporary and coterminous with the project. Appointment will be on purely contractual basis for six (06) months, renewable depending upon the performance of the candidate and/or the continuation of the scheme. However, candidate will make no claim for any further extension. Suitable candidate from OBC/SC/ST/Divyangjan category will be considered as per Govt. of India rules :

S. No.	Designation	Fixed emolument (per month)	No. of Posts	Essential Qualification	Responsibilities
1	Project Manager	@Rs.75,000/- (including EPF, ESI & HRA)	1	<ol style="list-style-type: none"> MBA from a recognized Institution. Three years experience in handling project in academic Institutions e.g. IITs or Central Universities or CSIR laboratories. 	The person should be competent enough to coordinate with Principal Investigators/Heads/Deans/ Directors/ stakeholders of IoE and submit progress before the Governing Body. Project Manger will report day-to-day activities to the Coordinator, IoE and take necessary instructions from the Coordinator to implement the guidelines and policies of IoE. He will also be responsible for all the office management.
2	Office Assistant	@Rs.23,750/- (+ EPF + ESI as per University rule)	6	<ol style="list-style-type: none"> Second Class Graduate with at least six months of training on the use of Computer for Office Automation, Book Keeping and word processing from a certified Institution or Second Class Graduate with Diploma in Computer recognized by AICTE. Three years working experience in projects in the recognized Institutions e.g. IITs or Central Universities or CSIR laboratories. 	Person should have competence in processing the files and day to day office account activities e.g. preparation of tender documents, opening of Letter of Credits (LC) in banks, office automation, book keeping, knowledge of word, Excel etc.
3	Data Entry Operator	@Rs.23,750/- (+ EPF + ESI as per University rule)	1	<ol style="list-style-type: none"> Second Class Graduate with at least six months of training on the use of Computer for Office Automation, Book Keeping and word processing from a certified Institution or Second Class Graduate with Diploma in Computer recognized by AICTE. Three years working experience in projects in the recognized Institutions e.g. IITs or Central Universities or CSIR laboratories. 	Person should have competence in office automation, book keeping, knowledge of word, Excel etc. with good typing speed with accuracy.
4	Web Developer	@Rs.42,000/- (including EPF, ESI & HRA)	1	<ol style="list-style-type: none"> Post Graduate in Computer Science, Computer Engineering OR MCA from a recognized Institution. Proficiency in SQL and Java are essential. 	<ol style="list-style-type: none"> Knowledge of professional software engineering and best practices for the full software development life cycle including coding standards are required. Code reviews, source control management, build processes, testing and operation, web design and development are desirable. Person with knowledge of ASP, .net with MVC will be preferred.

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5	Multi Tasking Staff	@Rs.21,667/- (+EPF + ESI as per University rule)	3	Matriculation with One year experience in the recognized public or private Institution.
6	Security Guard	@Rs.21,667/- (+EPF + ESI as per University rule)	2	i) Should have passed Class X from a recognized School Board or an equivalent qualification from an Army establishment, ii) Should be an Ex-serviceman with proper discharge certificate with Medical Category 'AYE' and character "Very Good" or equivalent.

In respect of post mentioned at s.no.1, the Application Fee (non-refundable) of Rs.1000/- from the candidates of UR & OBC category & post mentioned at s.no.2 to 6, the Application Fee (non-refundable) of Rs.500/- from the candidates of UR & OBC category is to be paid through Demand Draft in favour of "The Registrar, Banaras Hindu University" payable at SBI, BHU Branch. No application fee will be required from the candidates of SC/ST/Divyangjan.

General Instructions for the candidates:

- The application form is appended below.
- No TA/DA will be paid for attending the written/interview/skill test, if called.
- The Application form (appended below) should be accompanied with relevant certificates duly attested and 2 copies of the recent passport size photograph and valid e-mail id and working mobile number.
- Application can be given in Hindi or English.
- The posts are purely contractual and will be governed by University rules.
- Those who are in service should apply through proper channel.
- The Coordinator, IoE Cell has the right to withdraw/cancel/modify any advertised post(s) at any time without giving any reason.
- The decision of Hon'ble Vice chancellor, Banaras Hindu University on any dispute arising at a later stage shall be final.
- The complete Application alongwith Demand Draft should reach **within 21 days from the date of advertisement** to : The Coordinator, IoE Cell, Development Section, Central Office, Banaras Hindu University, Varanasi-221005.
- In case larger number of applications are received for the post of Project Manager, a written/skill test shall be conducted to shortlist candidates for interview/skill test. However, for the posts mentioned at 02 to 08, written test and/or skill test shall be conducted. The exact date, time and venue of such test will be communicated by e-mail/sms.

Coordinator,
Institution of Eminence,
Banaras Hindu University

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APPLICATION FORM (आवेदन प्रपत्र)

Post Applied for

Advt. No. IoE/2020-21/Advt./01 dated 27.06.2020

आवेदित पद का नाम

1. Name (In Block Letters) :

आवेदक का नाम (बड़े अक्षरों में)

2. Present Designation :

वर्तमान पद

3. Date of Birth : 4. Gender (Male/Female) :

जन्म-तिथि

लिंग (पुरुष/महिला)

5. Father's Name/Husband's Name :

पिता/पति का नाम

6. Mother's Name :

माता का नाम

7. Marital Status :

वैवाहिक स्थिति

8. Nationality :

राष्ट्रीयता

9. Indicate, if SC/ST/OBC/PH :

संकेत करें, यदि अनु० जाति/अनु० जनजाति/अन्य पिछड़ी जाति/शारीरिक विकलांगता

10. Address for Correspondence (with Pincode) :

पत्र व्यवहार का पता (पिनकोड सहित)

Telephone No. (with STD Code) : Mobile No. :

टेलिफोन नं० (एस०टी०डी० कोड सहित)

मोबाइल नं०

E-mail : Fax No. :

ई-मेल

फैक्स नं०

11. Permanent Address (with Pincode) :

स्थायी पता (पिनकोड सहित)

Telephone No. (with STD Code) : Mobile No. :

टेलिफोन नं० (एस०टी०डी० कोड सहित)

मोबाइल नं०

E-mail : Fax No. :

ई-मेल

फैक्स नं०

Affix recent
Passport size
photograph
with signature

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12. Distinctions/Prizes/Awards/Medals/Honors etc.:

डिस्टिन्कशन / प्राईज / अवार्ड / मेडल / सम्मान इत्यादि

13. Whether you are conversant with Computer (Specify):

क्या आपको कम्प्यूटर की जानकारी है (विवरण दें)

14. Academic Qualifications:

शैक्षणिक योग्यतायें :

Examination Passed परीक्षाउत्तीर्ण	Board /University बोर्ड / विश्वविद्यालय	Year of passing उत्तीर्ण वर्ष	Percentage of marks obtained प्राप्तांक / प्रतिशत	Division/Class/ Grade/Merit श्रेणी / ग्रेड
High School/Matric or equivalent (हाईस्कूल / मैट्रिक या समकक्ष)				
Intermediate/Hr.Sec./ PUC or equivalent (इण्टरमीडिएट / हा10 सेकेण्ड्री या समकक्ष)				
Graduate or equivalent (स्नातक या समकक्ष)				
Post Graduate or equivalent (परास्नातक या समकक्ष)				
Any other educational qualification (अन्य शैक्षणिक योग्यता)				

15. Appointments held or Experience, if any:

नियुक्तियां एवं अनुभव, दर्शायें :

Designation & Name of Institution पद एवं संस्थान का नाम	Date दिनांक		Salary with Grade वेतनग्रेड	Nature of Duties कार्य का प्रारूप	Reason for leaving छोड़ने का कारण
	Joining नियुक्ति वर्ष	Leaving छोड़ने का वर्ष			

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(Please use separate sheet if required/ (कृपया अलग पृष्ठ का इस्तेमाल करें)

16. Additional Information, if any (please use separate sheet):

अतिरिक्त सूचना, यदि कोई हो (कृपया अलग पृष्ठ का इस्तेमाल करें) :

17. Details of Application Fee :

Name of Bank & Branch Address बैंक का नाम एवं शाखा	Amount धनराशि	Demand Draft No. डिमांड ड्राफ्ट संख्या	Date दिनांक

18. Declaration : I declare that :

1. The information given above is complete and correct; 2. Neither any disciplinary proceedings are pending nor contemplated against me; 3. I have never been dismissed from service nor debarred from holding any future appointment not convicted for any offense. No criminal case is pending against me. 4. In case of concealment/suppression of facts(s), which may be detected at any stage in future, my appointment is liable to be cancelled/terminated, as the case may be, without notice.

घोषणा : मैं घोषणा करता/करती हूँ कि :

1. उपर्युक्त दी गई सूचना पूर्ण एवं सही है, 2. मेरे विरुद्ध अभी तक कोई भी अनुशासनात्मक कार्रवाई नहीं हुई है न ही कोई बाकी है, 3. मुझे कभी भी सेवामुक्त नहीं किया गया है तथा कोई भी अपराधिक घटना में लिप्त नहीं रहा/रही हूँ, या कानूनी कार्यवाही नहीं चल रही है, 4. मेरे द्वारा अघोषित या छिपाई गई सूचना, यदि किसी समय मेरे विरुद्ध पाई जाती है, तो मुझे सेवा के किसी स्तर पर बिना सूचना के सेवा से मुक्त किया जा सकता है।

Date :

Signature of the Applicant

दिनांक :

आवेदक का हस्ताक्षर

19. Endorsement by Employer (if required):

नियोक्ता द्वारा अनुमोदन: