

Advertisement for the post of Administrative Officer in DIA-CoE IIT (BHU) Varanasi

Applications are invited for the post of an Administrative Officer in DIA-CoE, IIT (BHU). The post is purely temporary and coterminous with project

Minimum Duration of posting: 1 year

Monthly Emolument: Consolidated @65688/- (approximately) with 18% HRA

Essential qualifications: Masters degree in Management or Engineering. Minimum 60% marks in Masters

Desirable Experience: 1 year of experience in administration related jobs desirable

Upper Age limit (as on the date of advertisement): 40 Years with relaxation of 5 years for SC/ST/Physically Handicapped/Female candidates.

Application should be strictly according to the attached format and must reach within 21 days of the advertisement. Applicants can send their application along with self-attested copies of certificates, documents by Post/Email to the principal Investigator

Dr. TK Nandy
DIA-CoE,
IIT (BHU) Varanasi
UP-221005, India
Email: tapash.dia-coe@itbhu.ac.in

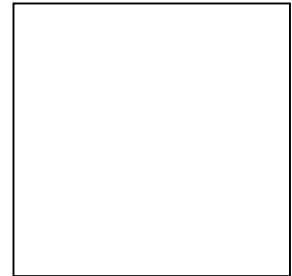
General Instructions:

1. Only shortlisted candidates will be communicated to appear for the interview.
2. Original certificates and self-attested copies of all certificates need to be presented for verification.
3. No TA/DA will be paid

Application for Administrative Officer position

1. Full Name:
2. Date of Birth:
3. Sex (M/F):
4. Category (GEN/SC/ST/OBC/EWS):
5. Marital Status:
6. Nationality:
7. Physically handicapped: Yes/No
8. Father's Name:
9. Mother's Name:
10. Address of Correspondence: a. Mobile/Tel. No.:
- b. E-mail Address:
11. Permanent address:

PHOTO



12. Academic Record:

a. Educational qualification:

Examination passed	Name of School/ Institute / University	Year of passing	Subjects Percentage of marks/GPA obtained /Division

Working experience (if any):

Whether currently employed: Y/N

Declaration

I hereby declare that I have carefully read and understood the instructions and particulars for this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Place:

Signature