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☎ : (0542) 2367780, 6702869;

कुलसचिव कार्यालय

(गैर शिक्षण भर्ती प्रकोष्ठ)

		<p>(2) Knowledge of Office procedures, rules, computer office application and Secretarial practices.</p> <p>Desirable :</p> <p>(1) Experience in handling Accounts/Work Accounts/ Audit/ Purchase and import/ establishment matter/ legal/Recruitment/ Academic and student related matter/Estate Management Hospitality/R&D</p> <p>(2) Accustomed to working in computer environment.</p> <p>NOTE: Those who had applied earlier in response to Advertisement No. 1/2016-17 dated 13.04.2016 need not apply again.</p>
02	Junior Assistant	<p>Essential: Bachelor's degree with knowledge of computer office applications.</p> <p>Desirable: Exposure to office procedure like maintenance of files, noting, drafting, book keeping, establishment matters, legal/purchase, etc. Knowledge of MS Word, MS Excel, etc.</p> <p>Computer proficiency test: The candidate will be required to appear in a Computer proficiency and Computer office applications test.</p>
03	Senior Stenographer	<p>Essential: Bachelor's Degree with 8 years relevant experience as Stenographer or in equivalent level. Knowledge of computer office applications and secretarial practices.</p> <p>Minimum speed of 100 wpm in shorthand and computer typing skill of 40 wpm (or equivalent KDPH) on an average of 5 key depressions for each word.</p>
04	Stenographer	<p>Essential: Bachelor's Degree with knowledge of computer office applications and secretarial practices and 2 years relevant experience.</p> <p>Minimum speed of 100 wpm in shorthand and computer typing skill of 40 wpm corresponds to equivalent KDPH with an average of 5 key depressions for each word.</p>
05	Junior Library Superintendent	<p>Essential: Graduate plus Bachelor of Library Science or Master of Library Science or equivalent Diploma in Library Science with 6 years relevant library experience.</p>
06	Junior Library Assistant	<p>Essential: Bachelor's Degree in Library & Info. Science OR Diploma in Lib & Inf. Sc with Bachelor's Degree in any discipline OR two years degree in M. Lib & Inf. Sc. (Integrated)</p> <p>Desirable: Hands-on experience of computer Applications in a Library of repute.</p> <p>NOTE: Those who had applied earlier in response to Advertisement No. 1/2016-17 dated 13.04.2016 need not apply again.</p>

**DETAILS OF APPLICATION FEE
(To be deposited through online-portal only)**

(i) For Group 'B' posts	
(a) Other than SC, ST and PD candidates	Rs.500/-
(b) SC, ST and PD candidates	Rs.250/-
(ii) For Group 'C' posts	
(a) Other than SC, ST and PD candidates	Rs.250/-
(b) SC, ST and PD candidates	Rs.100/-

General Instructions to the Candidates

1. Appointment on the aforementioned posts may be made on regular/contract/standard deputation terms. In case of deputation, benefits will be given as per GOI norms
2. Selection Process, which may include Written Test/Skill test/ any other test to be decided by the Institute, will be announced later.
3. Traveling Allowance is admissible to the candidates called for interview as per the Institute norms by the shortest route from the address mentioned in the interview letter or place of journey to the Institute, whichever is less, on submission of tickets of both ways journey. The Travelling Allowance shall not be paid in cash but will be sent by cheque to the correspondence address of the candidate.

4. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason. The number of positions may increase or decrease at the time of interview. The Institute may relax the qualification/ experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
5. **The Institute may draw a panel of candidates for filling up future vacancies.**
6. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
7. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application **i.e. 05.10.2016.**
8. **The Institute reserves the right to relax any of the advertised conditions in case of deserving candidates.**
9. Relaxation in age limit would be admissible as per Central Government rules.
10. Application fees once paid shall not be refunded under any circumstances. Print copy of application received after the last date i.e **15.10.2016** (ii) incomplete in any respect and (iii) any fresh paper/ enclosures after closing date, shall not be considered.
11. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
12. The Institute may verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
15. Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings should route the print out of applications alongwith self attested supporting documents through proper channel failing which they will be required to produce No-Objection-Certificate at the time of interview, provided they had sent an advance copy.
16. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
17. Candidates are advised to satisfy themselves before applying that they possess atleast the minimum essential qualifications laid down in the advertisement.
18. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
19. Canvassing in any form will be a disqualification.
20. No interim correspondence shall be entertained.
21. The posts carry retirement/terminal benefits as per GOI rules. Applicability of New Pension Scheme 2004 will be as per GOI rules.
22. SC/ST/OBC candidates are required to attach the caste certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a certificate issued from the Competent Authority that he/she does not belong to anyone of the Creamy Layers. The Institute follows the Central List in the cases of SC/ST and OBCs.
23. The positions reserved for specially-abled persons (OH, VI, HH) for which the particular post(s) has been reserved, the candidate of other categories of specially-abled persons may also submit their application. In case of non-availability/suitability of the applicant of certain category of advertised post(s) may be filled up by the suitable applicant belongs to other categories of disabilities.
24. Relaxations and concessions for persons with disabilities will be applicable in accordance with reservation policy of the Gol and subsequent clarification/directives issued from time to time to this effect.
25. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test/interview.
26. The information regarding written test/skill test and/or any other test will be furnished on the website of the Institute and will be sent through e-mail only to the candidates. No separate letter by post will be sent for this purpose. Further, for updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.
27. No T.A./D.A. will be paid for appearing in the written test.

28. Incomplete application or without application fee or without relevant supporting enclosures will be summarily rejected.
29. Print out of application along with the relevant enclosures is to be sent to the **Registrar, Non-Faculty Recruitment Cell, Indian Institute of Technology (BHU), Varanasi-221005 (India)** by speed-post/registered post/courier so as to reach on or before 15.10.2016. *The envelope should be super scribed with the name of the post applied for.*

Date: 09.09.2016

REGISTRAR