

## 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"> <li>MBA from a recognized Institution.</li> <li>Three years experience in handling project in academic Institutions e.g. IITs or Central Universities or CSIR laboratories.</li> </ol>	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"> <li>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.</li> <li>Three years working experience in projects in the recognized Institutions e.g. IITs or Central Universities or CSIR laboratories.</li> </ol>	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"> <li>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.</li> <li>Three years working experience in projects in the recognized Institutions e.g. IITs or Central Universities or CSIR laboratories.</li> </ol>	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"> <li>Post Graduate in Computer Science, Computer Engineering <b>OR</b> MCA from a recognized Institution.</li> <li>Proficiency in SQL and Java are essential.</li> </ol>	<ol style="list-style-type: none"> <li>Knowledge of professional software engineering and best practices for the full software development life cycle including coding standards are required.</li> <li>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.</li> </ol>

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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