



# UNIVERSITY OF ALLAHABAD

## ALLAHABAD -211002 (U.P.)

(A Central University established by an Act, 2005 of Parliament, Govt. of India)

### Advertisement for the various posts

**Examination:** As per directions of the Vice-Chancellor dated 23.02.2018, applications are invited from Indian nationals for temporary engagement (purely on fixed terms contract basis) for the Non-teaching Posts as per table below:

Sl. No.	Post	Reservat ion status	No. of Posts	Eligibility Qualifications	Amount per month Rs. All inclusive.
1.	Office Assistant with Computer Skills	UR		Graduate in any discipline. Proficiency in MS Office applications such as Word, Excel and Power Point. Excellent organizational skills and capacity to maintain effective document and record management. Good capability to produce presentations, reports and letters. Good knowledge of both written and spoken English and Hindi. Experience of at least three years in the field of Examination/Admission in any Academic Organization/Institution.	Prescribed rates as announced by the Government of India from time to time.
2.	Office Assistant (Semi-skilled)	UR		Graduate in any discipline with knowledge of computer. Typing speed of 40/30 w.p.m in English/Hindi. Excellent organizational skills and capacity to maintain effective document and record management. Good drafting abilities and capability to produce presentations, reports and letters. Good knowledge of both written and spoken English and Hindi. Experience of at least three years in the field of Examination/Admission in any Academic Organization/Institution.	Prescribed rates as announced by the Government of India from time to time.

**Note:**

1. Qualification and experience may be relaxed by the University at any point of time for otherwise exceptional candidates.
2. Candidates are required to present themselves along with all original and self attested copies of the documents, three coloured (Passport size) Photograph, Adhar Card on 10<sup>th</sup>. March, 2018 at 11.00 A.M."Pravesh Bhawan", University of Allahabad, Chaitham Lines, Allahabad failing which their candidature will not be accepted for interview.
3. The applicant will be responsible for the authenticity of information, other documents and photograph submitted.
4. Applicants in employment (Government or in any other Organizations) are required to submit a '**No Objection Certificate**' from the employer at the time of interview.
5. Candidate should note that their engagement, if it is made after the interview, shall be purely on temporary basis, the engagement tenure shall be initially for six months which may be extended solely at the discretion of the University and may be terminated without any notice.
6. No T.A./D.A. etc. will be paid for appearing in the interview.
7. Relaxation for exempted categories such as SC/ST/OBC/ESM/PH will apply as per standard norms of Govt. of India.



# UNIVERSITY OF ALLAHABAD

Allahabad – 211 002, U. P. (INDIA)

## इलाहाबाद विश्वविद्यालय

इलाहाबाद – 211 002, उ०प्र० (भारत)

### APPLICATION FORM

1.	Post applied for		Passport size Self Attested Colour Photograph			
2.	Name of Candidate					
3.	Address of the Candidate					
4.	Father's Name					
5.	Date of Birth					
6.	Age as on last date of application	_____ Years _____ Months _____ Days				
7.	Category	Gen./OBC/SC/ST _____ (Enclose attested copy of caste certificate)				
8.	Email					
9.	Mobile no.					
10.	<b>Educational Qualification (Photocopy of certificate/degree must be self attached)</b>					
	<b>Qualification</b>	<b>Subject/Discipline</b>	<b>Board/Institute/University</b>	<b>Year</b>	<b>% of marks obtained</b>	
	10 <sup>th</sup> or equivalent					
	12 <sup>th</sup> or equivalent					
	Bachelor Degree					
	Master Degree					
	Any other					
11.	<b>Relevant Experience (Details of Employment in chronological order. Enclose a separate sheet duly authenticated under your signature if necessary)</b>					
	<b>Organization</b>	<b>Post Held</b>	<b>From</b>	<b>To</b>	<b>Pay Drawn</b>	<b>Nature of Duties</b>

### Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If, at any time, it is found that I have concealed any information or have given any incorrect data, my candidature/appointment, may be cancelled/terminated, without any notice or compensation.

Signature

Place:

Date: