

Advertisement for the Position/Post of Office Technical Staff & Office Assistant (on purely temporary basis)

Applications are invited from Indian citizen for the following positions in research project entitled “(Facilities of Spoke Centre)” sponsored by Design Innovation Centre (DIC), IIT Kanpur. The interested candidate has to report on 30.11.2017 during 10am-12.30pm in the committee room at HBTU, Kanpur with the duly completed application on prescribed format along with copies of supporting documents. A soft copy of the same application must also be sent to the **Email id:- kraj_biet@yahoo.com** latest by 29.11.2017; failing which the candidate will not be entertained for registration & further processing. The position is purely temporary and will be governed by the Funding agency rules & service conditions of H.B.T.U Kanpur.

Name of Position/Post (on purely temporary basis)	Number of Position	Minimum Qualifications	Fellowship
Office Technical Staff	01	B.Sc. and M.Sc. in physics and both degree in First Division or B.Tech/M.Tech in First Division, alongwith the knowledge of computer programming	15000.00
Office Assistant	01	High School Pass	7000.00

Tenure of Appointment: Appointment will be made on purely temporary basis for the financial year 2017-18 i.e. up to 31.03.2018/till the end of the project (which one is earlier). However, if the duration of project is extended, the appointment of the selected candidate (on purely temporary basis) may also be extended till the end of project, after the recommendation of PI along with satisfactory report of the candidate.

NOTE

1. Registration fee (in the form of DD, in favor of Finance Controller, H B T U kanpur)

Name of Position/Post (on purely temporary basis)	category	Amount of Fee(Rs.)
JRF/Technical Assistant	UR/OBC	600/=
	SC/ST	300/=
Office Assistant/Attendant	UR/OBC	300/=
	SC/ST	150/=

2. After registration of the candidates, a written examination will be held on 30.11.2017 during 1.30pm-2.30pm.
3. Mere possessing the prescribed qualification does not ensure that the candidate would be eligible for Interview. The candidates will be shortlisted on the basis of merit and need of the project.
4. The candidates who will score at least 40% marks in written examination will be eligible for facing the interview, provided they have valid and required documents.
5. The applicant will be responsible for the authenticity of information, other documents and photographs submitted.
6. Shortlisted candidates have to present themselves for the interview on 30.11.2017 at 3.30pm, with updated CV and original and attested photocopies of mark sheets/certificates in support of their academic qualifications.
7. All the information will be conveyed to candidate by email/SMS. So, the candidate must provide valid E-mail IDs and Mobile No. in their applications.
8. Applicants in employment (private, government or any other organization) are required to submit a “No Objection Certificate” from the employer at the time of interview.
9. No TA/DA will be paid for appearing in the examination/ interview.

Name of Principal Investigator: Prof. Krishna Raj

Designation: Dean of Incubation Hub

Department: Incubation Hub

Email ID of PI: kraj_biet@yahoo.com

Enclosure-II**For office use only**

Application No.....

APPLICATION FORM

Advt. No.....

Title of Research Project					
Funding Agency					
Name of PI					
Name of Post for which applying					
Department/Section					
1.	Name of the Candidate (In Capital Letters)				
2.	Sex (Male/Female)				
3.	Marital Status (Married/Unmarried)				
4.	Date of Birth				
5.	Age as on last date of application (on 30.11.2017)Years.....Months.....Days			
6.	Father's/Husband's Name				
7.	Present/Contact Address				
8.	Permanent Address				
9.	Mobile No.				
10.	E-mail				
11.	Educational Qualification				
Qualification	Subject/Discipline	Board/Institute/Univ.	Year	% of marks	Division
10th or equivalent					
12th or equivalent					
Diploma					
B.Sc.					
M.Sc.					
B.Tech.					

M.Tech.								
12.	Details of Experience in chronological order. Enclose a separate sheet duly authenticated under your signature if necessary							
S.No.	Organization	Position	Salary/Emoluments	Nature of Duties	Nature of appointment	Period of Experience		
						Year	Month	Days
13.	Any other information							

DECLARATION

I hereby declare that all the statements made in this application are true and complete and nothing has been concealed/distorted. I am aware that, if any time I am found to have concealed/distorted any material/information, my engagement is liable to be summarily terminated without notice.

Place:
Date:

Signature of the Applicant

Enclosures- Self attested copy of the following documents:

1. Proof of Date of Birth
2. Mark sheets & certificates of all the examinations passed
3. Experience certificate