

## ADVERTISEMENT FOR POST OF OFFICE ASSISTANT

Applications are invited for the post of Office Assistant (**One**) with a fixed remuneration of Rs. 25000.00 (**Twenty Five Thousand Only**) per month under UNICEF Sponsored State Resource Centre (SRC) in the Department of Pediatrics, IMS, BHU, Project code M-21-137. **The post is temporary, contractual and co-terminus with the project.**

**Essential Qualification:** The candidates should be a Bachelor in Computer Application (BCA) graduate from a recognised university with One year experience of working in a Medical college/ University/ UN agency. The upper Age Limit for this post is 30 Years.

**Desirable Qualifications:** Candidate having 2 year of relevant experience will be given preference.

### **Important Information:**

1. The application form and other details can be obtained from the BHU website: [www.bhu.ac.in](http://www.bhu.ac.in)
2. No TA/DA will be paid for attending written exam and skill test.
3. Incomplete application form will be rejected.
4. Application should be typed on A4 size paper and each Application should accompany with relevant certificates duly attested, 2 copies of the recent photograph and complete e-mail id and mobile number.
5. Those who are in service should apply through proper channel.
6. All things being equal, SC/ST candidates will be preferred as per GOI guidelines.
7. Degrees must be from the recognized Institution/University.
8. **Application should reach within 21 days of the advertisement to: Dr Ashok Kumar, Professor & SNCU Coordinator, Department of Pediatrics, Institute of Medical Sciences, Banaras Hindu University, Varanasi-221005, by post by April 24, 2018.**
9. Selection will be done through a written and skill based test.
10. The details of the examination are as follows:

**Date and time of written examination:** April 30, 2018 at 10.00 am

**Venue of written examination:** New Lecture Theatre Complex, IMS, BHU

**Date of skill test:** April 30, 2018 at 2.30 pm

**Venue of skill test:** SNCU/NICU, SS Hospital, BHU

**The Candidates should bring all relevant documents and certificates for the Skill test. Please check the BHU website: [www.bhu.ac.in](http://www.bhu.ac.in) for regular updates.**

**BANARAS HINDU UNIVERSITY**  
**STATE RESOURCE CENTRE**  
**DEPARTMENT OF PEDIATRICS, INSTITUTE OF MEDICAL SCIENCES**

**APPLICATION FORM**

Post Applied for:.....

Name (in Block Letters):.....

Present Designation:.....

Date of Birth:..... Gender:.....

Father's/Husband's Name:.....

Mother's Name:.....

Marital Status:..... Nationality:.....

Category: General/ OBC/ SC / ST :.....

Address for Correspondence (with Pin code): .....

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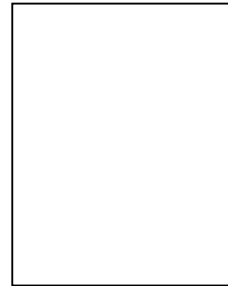
Mobile No. (Mandatory): .....

E-mail (Mandatory): .....

Permanent Address (with Pin code): .....

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**Academic Qualifications:**

Examination Passed	Board/ University	Year of Passing	Percentage obtained	Division/ Class/ Grade/ Merit
High School/ Matric or equivalent				
Intermediate/ Hr. Sec/ PU or equivalent				
Graduate (BCA)				
Certificate course or Diploma or equivalent				

**Appointments held or Experience: (mandatory)**

Designation & Name of Institution	Date of Joining	Date of Leaving	Salary with Grade	Nature of Duties	Reason for Leaving

**Additional Information, if any (please use separate sheet):****Declaration:** I declare that:

1. The information given above is complete and correct
2. I have never been dismissed from service nor debarred from holding any future appointment nor convicted for any offence. No criminal case is pending against me.
3. In case of concealment/ suppression of fact(s), which may be detected at any stage in future, my appointment is liable to be cancelled/ terminated, as the case may be without notice.

**Date:** .....**Signature of the Applicant:** .....