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भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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Ref. No. IIT (BHU)/Civil/2024-25/3102

Dated: 7th November, 2024

**Advertisement for the posts of Senior Project
Technicians in the Department of Civil Engineering**

Applications are invited from Indian citizens for three vacancies of Senior Project Technician in the Department of Civil Engineering, IIT(BHU), Varanasi, as per the details given below.

Positions:

1. Senior Project Technician (Drafting) – 01 post
2. Senior Project Technician (Accounting) – 01 post
3. Senior Project Technician (Stenography) – 01 post

Eligibility Criterion:

1. Senior Project Technician (Drafting):

- (a) Diploma in Civil Engineering/Architectural Planning + 2 years' experience, or
- (b) ITI Draughtsman (Civil) and having 5 years' experience.

The candidate should have the experience in compiling drawings on AutoCAD or other related software.

2. Senior Project Technician (Accounting):

- (a) M.Com. + 2 years' experience, or
- (b) B.Com. + 3 years' experience.

The candidate should be experienced in maintenance of ledgers, ITR filing, processing of tax invoices, and related accounting works.

3. Senior Project Technician (Stenography):

- (a) Diploma in Stenography or shorthand + 2 years' experience.

The candidate should provide evidence of competency of stenography or shorthand in English and Hindi.

Emoluments (for all positions): Rs. 25,000/- per month (fixed).

Age Limit (for all positions): The upper age limit is 35 years as on the last date of the application. Age relaxation will be applicable as per GOI norms.

Nature and duration of Appointment (for all positions): Fixed-term, 11 months maximum starting from the date of joining. The post is purely temporary and may be terminated anytime in this duration.

Jan Ash
07/11/24



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Application Procedure: Interested candidates may apply by mailing the filled Application form as per the prescribed format with self-attested copies of all mark sheets and certificates to head.civ@itbhu.ac.in with the subject line “**Application for the position of Senior Project Technician (mention the nature of the post applied for within braces – viz., Drafting, Accounting, or Stenography)**”. Kindly send a single PDF file only. No need to send the hard copy. However, candidates need to show the original documents at the time of interview. **Only the shortlisted candidates will be communicated to appear in the interview.** The Department has the discretion to restrict the number of candidates to be called for interview to a reasonable limit. No enquiry on rejected applications will be entertained.

Last date of receiving application: 25th November, 2024.

for
Aok
07/11/24

Head of the Department,
Department of Civil Engineering,
Indian Institute of Technology (BHU), Varanasi.

वभागाध्यक्ष/HEAD
ज्ञानपद अभियांत्रिकी विभाग
Department of Civil Engineering
भारतीय प्रौद्योगिकी संस्थान (बी.एच.यू.,
Indian Institute of Technology (B.H.U.)
वाराणसी-221005/Varanasi-221005



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DEPARTMENT OF CIVIL ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI-221005

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APPLICATION FORM FOR SENIOR PROJECT TECHNICIAN POSITION

1. Full Name:					
2. Date of Birth:				Photograph (Please paste/insert a recent passport size photograph)	
3. Sex (M/F/Others):					
4. Category (GEN/SC/ST/OBC):					
5. Physically Handicapped (Y/N):					
6. Marital Status:					
7. Name of Father/Mother:					
8. Address of Correspondence (including Phone/Mobile No. and E-Mail Address):					
9. Permanent address:					
10. Whether currently employed (if YES, give details of your current employer):					
11. Academic Records: Qualifying Degree (starting from High School or equivalent, Attested copies to be enclosed):					
Degree	School/ University	Year	Subjects	CGPA/(%)	Division
Master's Degree					
Bachelor's Degree					
Diploma					
12 th or Equiv.					
10 th or Equiv.					
12. Work Experience (starting with most recent experience; add rows if required):					
S. No.	Organization	Designation	Date (From and To)		
13. Software Proficiency:					

Declaration

I have understood the terms and conditions of the appointment. I hereby declare that I have carefully read and understood the instructions and particulars on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief. At any stage of the application process, if my credentials are found to be falsified, I understand that it will lead to automatic termination of the post.

Date:

Place:

Signature:

Apb