



Advertisement No. 06/DIC-BHU
DESIGN INNOVATION CENTRE – IIT (BHU) & BHU
MoE Funded Project, Govt. of India, New Delhi

Applications are invited for the following position on purely temporary (Contractual) and time bound basis under the DESIGN INNOVATION CENTRE, BHU, Ministry of Education Sponsored Project, Govt. of India, New Delhi.

- 1. Post Name** : **Computer Operator cum Office Assistant (one)**
(Temporary and Purely Contractual basis under skilled category)
- Number of the Post** : One
- Duration of the Post** : 11 Months (Purely Contractual) or till project end
- Pay** : As per Institute norms under skilled category
- Essential qualification** : Bachelor's degree with second division marks and knowledge of computer office applications
- : **Candidate should have minimum 5-year experience** to office procedure like maintenance of files, noting, drafting, book keeping, establishment matters, legal/ purchase, etc. Knowledge of MS Word, MS Excel, etc., MS Powerpoint and other related works assigned by office as per requirement of the project.
- 2. Post Name** : **Research Assistant**
- Number of the Post** : One
- Duration of the Post** : 11 Months (Purely Contractual) or till project end.
- Pay** : Rs. 35000/- per month (Fixed)
(Increment applicable yearly if project extended)
- Essential qualification** : M.Sc./M.F.A./M.Com/M.A./M.B.A or any equivalent Degree & have worked on Design and Innovation in any subject/areas.
- : **Candidate should have a minimum of 5 years experience in Design and Innovation aspects with Multidisciplinary approaches in Technology, Science, Art and Humanities areas.** Candidate must have



DESIGN INNOVATION CENTRE - BHU
Department of Applied Arts, Faculty of Visual Arts
BANARAS HINDU UNIVERSITY
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diciitbhu@gmail.com

COORDINATOR
Design Innovation Centre
Department of Applied Arts
Faculty of Visual Arts
Banaras Hindu University
Varanasi-221005, Uttar Pradesh



knowledge to assist and manage different program of DIC BHU including ongoing and upcoming Project, Workshop, Conference, Event, Courses and other related activities of DIC BHU. Candidate must have working knowledge in various design tools and thematic areas of DIC. Candidate should also have interdisciplinary approaches of Design and Innovation in Technology, Science, Art and Humanities areas. Candidates who have successfully completed a project in the relevant area will be given preference.

Age Limit : 18-35 years for General, OBC for SC/ST categories and age relaxation as per GOI norms.

Selection Procedure : After Screening/Scrutiny of the application selected candidate will be called for practical test/interview.

NOTE:

1. The Candidates should bring their original certificates for verification at the time of the interview.
2. An applicant must ensure authenticity of information provided in support of experience claimed, other documents and photographs.
3. The qualification and experience may be relaxed at any point of time by the Institute for exceptional candidates
4. There is no application fee.
5. The candidate should fulfill all the eligibility requirements on the date of submission of the application form.
6. No TA/DA will be paid for appearing in the Interview.
7. The candidates do not confer any right, claim, implicit or explicit for continuation/ regularization/ absorption against any post/position in the Institute.
8. The post is temporary and is co-terminus with the project.
9. The Institute has the right to withdraw this post in any time.

Application should be given in prescribe proforma or in a plain paper containing, name, addresses (present/ permanent), Father/ Mother Name, Contact Numbers, e-mail, educational detail with self-attested copies of supporting documents/ testimonials and details of experience if any. (Proforma attached)

Applicants should submit their application to the following by Speed post/ Courier or by hand for the said posts on or before Saturday, 15th February, 2025.

COORDINATOR
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Design Innovation Centre
Design Innovation Centre
Dept. of Applied Arts
Banaras Hindu University
Faculty of Visual Arts
Varanasi-221005, Uttar Pradesh
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**Design Innovation Centre, Banaras Hindu University****Application Form****For the post of (Research Assistant & Computer Operator cum Office Assistant)**

1. Name: _____
2. Fathers Name: _____
3. Mothers Name: _____
4. Date of Birth: _____
5. Address (Present/Permanent): _____
6. Mobile No.: _____
7. Email-ID: _____
8. Academic Details:

S.N	EDUCATION	BOARD	SUBJECT	YEAR OF PASSING	Marks	PERCENTAGE
1.	High School					
2.	Intermediate					
3.	Graduation					
4.	Post Graduation					
5.	Others					

9. Experience Details: (

10. Details of Attachment: (if required please add separate page also)

Applicant's Signature

Coordinator DIC

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