

RKVY RAFTAAR Agri Business Incubator (R-ABI)
Indian Institute of Technology (BHU), Varanasi

Applications are invited to apply for the post of **Technical / Office Assistant** under RKVY-RAFTAAR scheme supported by Department of Agriculture & Farmers' Welfare (DA&FW), Ministry of Agriculture & Farmers Welfare, Government of India. Posts are temporary and co-terminus with the project.

Designation	Emoluments per month (Rs. Lakh)	Maximum Age Limit	Job Qualification
Technical /Office Assistant (1)	0.30	35 years	Graduation in any stream, preferably B. Com / BBA with working knowledge of accounts and computers, including MS office.

The desirous candidates having requisite qualifications and fulfilling other eligibility conditions may apply along with copies of all the certificates in support of their qualification, experience as well as no objection certificate from the present employer, if any. For detailed instructions and application form, visit on our website <http://rkvy-raftaariitbhu.org/>.

The application form along with attested copies of certificates must reach to- Principal Investigator, RKVY-RAFTAAR Agri Business Incubator(R-ABI), Ideation Innovation & Incubation (I-3) Foundation, (Opposite, IIT(BHU) Proctor Office), IIT (BHU), Varanasi, Varanasi - 221005 or mail us on rabi@iitbhu.ac.in on or before 29th November 2025.

General Instructions:

1. The Candidates should bring their original certificates for verification at the time of interview.
2. Applicants in employment [Government /Semi Government/Autonomous organizations] are required to submit a No Objection Certificate/ from the employer at the time of interview.
3. An applicant has to ensure authenticity of information provided in support of experience claimed, other documents and photograph.
4. The qualification and experience may be relaxed at any point of time by the institute for exceptional candidates.
5. There is no application fee.
6. The candidate should fulfil all the eligibility requirements on the date of submission of application form.
7. No TA/DA will be paid for appearing in interview.
8. The candidates do not confer any right, claim, implicit or explicit for continuation/ regularization/absorption against any post/position in the institute.
9. This information is ex-cadre and do not form parts of the regular establishment of the institute, but are merit to meet non-regular and limited time urgencies.
10. The post is temporary and is co-terminus with the project.
11. Institute have right to withdraw this post in any time.
12. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
13. No correspondence will be entertained after the last date of submission of application.

APPLICATION FORM

Application for the post of **Technical / Office Assistant** under RKVY-RAFTAAR scheme, supported by Department of Agriculture & Farmers Welfare (DA & FW), Ministry of Agriculture & Farmers Welfare, Government of India, in Indian Institute of Technology (BHU) Varanasi.

1: Name of Applicant (in BLOCK LETTERS):

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2: Father's Name:

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3: Email Id:

4: Contact Number:

4: Date of Birth:

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5: Permanent Address:

6: Address for Correspondence:

7: Educational Qualifications:

Name of Exam Passed	Name of Board/University	Year of Passing	% of Marks/CGPA	Division	Branch/Subject	Remarks

8: Professional/ Additional Qualification (In chronological order only)

S.No	Exam/Diploma passed	Year of Passing	University/ Board/ Institution	Marks obtained/ Total aggregate	Percentage of Marks	Class/ Grade / Division	Computer speed K.D.P.	
							English	Hindi

9: Details of Post, Qualification, Regular Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

S.No	Office/ Institution/ Organization	Nature of Organisation Central/State/ Autonomous/ Govt. Undertaking/ University/ Private/ NGO/ others	Post held/ Designation	Period			Total Salary	Nature of duties (in detail)
				From	To	Length of service (Years/ Months)		

(Note: Post, Qualification, work experience details should start from present employment and in chronological order).

Recent
Photograph

- 10:**
- a.** Have you ever been punished during your services or convicted by a court of law? If so, give details.
 - b.** Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed from service? If yes, give details in a separate sheet.
 - c.** Do you have any case pending against you in any court of law? If yes, give details.

11: Give names, designations and addressees (Phone/Fax No./e-mail, if any, of three reference not related to you. References should be of persons with or under whom you have worked, or who have intimate knowledge of your work.

S.No	Name	Designation	Address	Phone/Fax No.	Mobile No.	E-mail

12: Additional information, if any, which you would like to mention in Support of your suitability for the post

Declaration

I hereby declare that I have carefully gone through the advertisement notifying the vacancy and certify that to the best of my knowledge, the particulars given by me are correct. I am well aware that the application proforma duly signed by me will be assessed by the Selection Committee at the time of selection for the post. In case, any information is found to be false at any stage, even after the appointment, my candidature/services may be terminated without notice or any compensation in lieu thereof.

Place:

Date:

(Signature of the Candidate)

(Name of the candidate in Capital letters)