

ADVERTISEMENT

Joint Incubation Centre Indian Institute of Technology (BHU), Varanasi

Candidates are invited to apply for the post of Office Assistant, Laboratory Attendant & Attendant under Joint Incubation Centre, IIT (BHU), Varanasi supported by Union Bank of India.

| Post | Category | Emoluments per month (Rs. Lakh) | Maximum Age Limit | Job Qualification |
|--------------------------|-------------------|---------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office Assistant (1) | Skilled/ Clerical | 26,790/-PM | 50 years | Bachelor's Degree in any discipline from a recognized university having working knowledge of computers (MS Office, Excel, email, etc.) and minimum work experience of 10 years. Typing speed: 30–35 words per minute (English or Hindi). |
| Laboratory Attendant (1) | Semi-Skilled | 22,800/-PM | 50 years | Intermediate or equivalent with relevant skill/training with work experience 8 years OR graduation with skill/training with work experience 5 years |
| Attendant (1) | Attendant | 20,220/-PM | 35 years | 10th Pass (Matriculation) or equivalent from a recognized board. |

The desirous candidates having requisite qualification and fulfilling other eligibility conditions may apply with all the certificates in original in support of their qualification, experience as well as no objection certificate from the present employer, if any. for detailed instruction and application form visit on temporary position link at Institute's website: iitbhu.ac.in.

The application form along with attested copies of certificates must reach to- The Coordinator, Joint Incubation Centre, Ideation Innovation & Incubation (I-3) Foundation, Opposite, IIT(BHU) Proctor Office, IIT (BHU), Varanasi, Varanasi - 221005 or mail us on coordinator.jic@itbhu.ac.in on or before 31st January 2026.

The application form along with attested copies of certificate must reach to Coordinator JIC, IIT (BHU) Varanasi-221005

General Instruction:

1. The candidates should bring their original certificate for verification at the time of interview.
2. Application in employment (Government/Semi Government/Autonomous organization) 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 monthly emoluments are subject to revision as per Institute's guidelines.

5. The post is temporary and is co-terminus with the project.
6. The qualification, age and experience may be relaxed at any point of time by the institute for exceptional and experienced candidates.
7. There is no application fee.
8. The candidate should fulfil all the eligibility requirements on the date of submission of application form.
9. No TA/DA will be paid for appearing in interview.
10. The candidates do not confer any right, claim, implicit or explicit for continuation/regularization/absorption against any post/position in the institute.
11. 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.
12. Institute have right to withdraw this post in any time.
13. Candidates should send self-attested copies of certificate and mark-sheets from matriculation onwards in support of their qualification. Originals should not be sent along with the application but these must be produced at the time of interview.
14. No correspondence will be entertained after the last date of submission of application.

APPLICATION FORM

Application for the post of _____ (**POST NAME**) under Joint Incubation Centre (JIC), IIT (BHU), Varanasi supported by Union Bank of India.

1: Name of Applicant (in BLOCK LETTERS):

Recent Photograph

2: Father's Name:

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 |
|---------------------|--------------------------|-----------------|-----------------|----------|----------------|---------|
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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.H | English |
| | | | | | | | | Hindi |
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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 | | | Basic Pay scale as per 6th CPC preferred 1) Basic Pay Scale 2) Grade Pay 3) Last basic pay drawn 4) Total Salary | Nature of duties (in detail) |
|------|-----------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------|--------|----|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| | | | | From | To | Length of service (Years/ Months) | | |
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(Note: Post, Qualification, work experience details should start from present employment and in chronological order).

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.N o. | Name | Designation | Address | Phone/Fax No. | Mobile No. | E-mail |
|-----------|------|-------------|---------|---------------|---------------|--------|
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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)