



Bundelkhand University, Jhansi

Advertisement for the Recruitment of a Project Attendant

Advertisement no. BU/31/2020-21

Date: 11/12/2020

Applications are invited for a post of **Project Attendant** to work in UGC-STRIDE (I) programme initially for the period of 06 months, likely to be extended on performance basis. Interested candidates having Intermediate level of education passed with min. 50% (5% relaxation for SC/ST) marks may submit their online application at innovationcentre@bujhansi.ac.in latest by **19th December 2020**, and attend the interview with all certificates/testimonials in original, along with self attested copies of the same on **21st December 2020, 11 am** at Innovation Centre, Bundelkhand University Campus, Jhansi. The selection will be purely temporary with total stipend Rs 8000/- (Eight Thousand Only) per month to be paid to the selected candidate. Please visit www.bujhansi.ac.in for more details.

Registrar



Innovation Centre, Bundelkhand University, Jhansi

Advertisement for the Recruitment of Project Attendant

Applications are invited from the eligible candidates for a post of Project Attendant to work in the Research Capacity Building & Human Resource Development Programme funded by University Grants Commission under the scheme for Trans-disciplinary Research for India's Developing Economy (STRIDE) Component - I. Details are given below.

Post	Position	Eligibility	Stipend per month	Duration
Project Attendant	One	12 th pass with min. 50% marks (5% marks relaxation for SC/ST candidates). <u>Desirable:</u> 1. Knowledge of DAK/DISPATCH work. 2. Assist in general routine works of the office and training programmes. 3. Assist in record keeping and report filing. 4. Good communication skill (Verbal/Written both) 5. Knowledge of handling various department related papers inward-outward. 6. Conversant with office activities/works/skills, etc. 7. Able to manage cleaning, pantry, and housekeeping of the office & laboratory.	Rs.8000/- per month Consolidated	06 months, likely to be extend on a performance basis.

- **Submit the application on the given format at- innovationcentre@bujhansi.ac.in**
- **Last date of application submission - 19th December 2020; Saturday.**
- **Date of interview - 21st December 2020; Monday**
- **Time - 11:00am onwards**
- **Venue: Innovation Centre, Bundelkhand University Campus, Jhansi.**

The candidates who have successfully submitted their application, may attend the interview with the hard copy of filled-in form, all their academic, identity, reservation, experience, etc. certificates (in original), Bio-data, and one set of the self attested documents. No TA/DA shall be paid by the University for attending the interview.

Innovation Centre, Bundelkhand University, Jhansi

APPLICATION FORM

1. Advt. no.:
2. Post Applied For:
3. Name (as per documentary proof):
4. Father's Name:
5. Marital Status:
6. Nationality: _____ Religion: _____
7. Date of Birth (DD/MM/YYYY): _____
8. Mobile no. & E-mail: _____
9. Corresponding Address: -----

10. Permanent Address: -----

Attach your
passport size
recent
photograph

11. Category: _____ Special Category (if any): _____

12. Educational/Professional Qualifications

Examination Passed	Board/University	Year	%age of Marks	Subjects	Enclosure No.

13. Computer Proficiency:
14. Experience (If any):
15. Language Known:
16. Any other relevant information

I hereby declare that the information given above is true and correct to the best of my knowledge and belief. In case the above information is found to be incorrect at any stage, my candidature may be terminated.

Place:.....
Date-----

Full Signature of Applicant