



ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA

**ADVERTISEMENT NO.-TEQIP/AKU/ADV.-01**

**ENGAGEMENT OF PROJECT STAFF LAST DATE OF SUBMISSION - 20-04-2018**

Applications are invited from eligible candidates for hiring the services in TEQIP III Cell for the following post, 1. Project Officer 2. MIS Officer 3. Assistant (Accounts) 4. Assistant 5. Store-Keeper Cum Clerk 6. Daftari 7. Attendant. For more detail visit:

[www.akubihar.ac.in/TEQIP-III](http://www.akubihar.ac.in/TEQIP-III) , [www.akuexam.net](http://www.akuexam.net)

Registrar (I/c)  
Aryabhatta Knowledge University,  
Patna

**Engagement of Staff for TEQIP Cell and their Consolidated Pay per month**

Sl. No.	Post	Qualification	Consolidated fee/pay per month.
1.	<b>Project Officer</b> <b>Age Criteria:-</b> should not exceed 55 yrs. as on last date of Advertisement <b>(01 post)</b>	Essentials- Ph.D. in Engineering/Technology with minimum experience of 02 years' in teaching/research/training/planning in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking , OR - Master's Degree in Engineering/ Technology with minimum of 05years' experience in teaching/research/training/planning in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking Desirable- A minimum of five years of experience in handling the projects of national/state level preferably in education sector as a academic expert .  <b>Mode of engagement-</b> On contractual basis for initial period of one year and on the basis of performance the extension may be given till the project period. (Subject to review of performance on annual basis).	55000.00
2	<b>MIS Officer</b> <b>Age Criteria:-</b> should not exceed 50yrs as on last date of Advertisement <b>(01 post)</b>	Bachelor Degree of Technology in CSE/IT or MCA. Minimum 2 years' work experience, Excellent working Knowledge in software system, Experience in DBMS and web form screen design so that development team can understand and deliver on the user requirements fast, ecommerce certification. <b>Mode of engagement-</b> On contractual basis for initial period of one year and on the basis of performance the extension may be given till the project period. (Subject to review of performance on annual basis).	45000.00
3	<b>Assistant (Accounts)</b> <b>Age Criteria:-</b> should not exceed 45yrs as on last date of Advertisement <b>(01 post)</b>	M.Com/ CA-Inter, minimum 02 years of working accountancy experience in any govt. organization/PSU/ Educational Institute knowledge of Accounting procedure & Basic computer knowledge. <b>Mode of engagement-</b> On contractual basis for a project period (subject to review of performance on annual basis).	30000.00

4	<b>Assistant (TEQIP Cell) (01 post)</b> <b>Age Criteria:-</b> should not exceed 45yrs as on last date of Advertisement	Graduate in any discipline from Govt. recognized Institute. Minimum 01 year experience in any govt. organization/PSU/ Educational Institute, Knowledge of office procedure. A good knowledge of computer application and secretarial practices. Knowledge of English, Hindi typing. <b>Mode of engagement-</b> On contractual basis for a project period (subject to review of performance on annual basis).	25000.00
5	<b>Store-Keeper Cum Clerk</b> <b>Age Criteria:-</b> should not exceed 45yrs as on last date of Advertisement <b>(01 post)</b>	Graduate in any discipline from Govt. recognized Institute. Minimum 01 year experience in any govt. organization/PSU/ Educational Institute. A good knowledge of computer application. <b>Mode of engagement-</b> On contractual basis for a project period (subject to review of performance on annual basis).	20000.00
6	<b>Attendant (TEQIP Cell)</b> <b>Age Criteria:-</b> should not exceed 35yrs as on last date of Advertisement <b>(01 post)</b>	Matric/Intermediate from any Govt. recognized institute or equivalent. Minimum 01 year working experience. <b>Mode of engagement-</b> On contractual basis for a project period (subject to review of performance on annual basis).	15000.00
7	<b>Daftari (TEQIP Cell)</b> <b>Age Criteria:-</b> should not exceed 35yrs as on last date of Advertisement <b>(01 post)</b>	Matric/Intermediate from any Govt. recognized institute or equivalent. Minimum 01 year working experience of book banding and other relevant work of the post. <b>Mode of engagement-</b> On contractual basis for a project period (subject to review of performance on annual basis).	15000.00

- 1) Interested person may send their Application in the format at Annexure-1 by e-mail/ Post to the following Address
- 2) Last date for receipt of the application will be the 15<sup>th</sup> day from the date of publication of the advertisement in the newspaper.

## GENERAL TERMS & CONDITIONS

1. Only online applications will be accepted through [Email: akuteqip3@gmail.com](mailto:akuteqip3@gmail.com)
2. If candidate wishes to apply for more than one post, separate application should be submitted.
3. The candidates are advised to have a valid e-mail ID and Mobile no. on which all the communication shall be forwarded to them.
4. Only Indian Nationals are eligible to apply for the above positions.
5. The candidates have to submit the scanned copies of their educational / experience/ eligibility criteria along with the Online Application in order to support their claims for the post he/she has applied for.
6. Documents in support of (i) Qualifications (ii) Experience & (iii) Age, etc. have to be produced in “originals” as and when called for group discussion and / or interview.
7. The relaxation in the experience criteria and fixation/re-fixation of consolidated fee/pay for the post/(s) shall be regulations and any other instructions issued in this regard from time to time subject to approval of **Board of Governors cum Executive Council**, Aryabhata Knowledge University, Patna.
8. The place of Interview will be at Aryabhata Knowledge University, Patna.
9. Engagement of staffs will be on full working day basis and their place of work shall be at Aryabhata Knowledge University, Patna.
10. The prescribed eligibility qualification and experience should have been acquired as on date of advertisement. Qualifications should be from approved recognized institutions/University.
11. The selection process will be based on academic qualifications and experience and will also include group discussion/written aptitude test (WAT)/marks basis and/or interview as may be decided depending on the total number of eligible applicants.
12. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will be summarily rejected at

any stage of the selection process and action as may be deemed, as per the criminal laws of the country, may be taken anytime.

13. Candidates are informed that mere submission of applications OR fulfilling of the eligibility criteria does not entitle them to be called for interview / selection. Call letters and other information pertaining to this recruitment will be sent to shortlisted candidates by email and letter. Applicants should ensure that the "email id" given in the online application is maintained active.
14. The Advertisement Number and Online Application Number may be noted for future reference.
15. The university authority reserves the right to upgrade the eligibility criteria, in case a large number of applications are received and also increase or decrease the number of posts, as per its discretion without assigning any reason thereof.
16. The above ranges of the consolidated fee/pay per month mentioned on the table are on consolidated basis and are inclusive of all allowances, etc.
17. It is to be clearly noted that all the above appointments are purely on contractual basis. The engagement does not confer any claim on the candidate to see any other temporary/permanent employment with Aryabhata Knowledge University, Patna.
18. The engagement shall be for project period subject to review of performance on annual basis which is also mentioned in the post advertisement column.
19. No TA/DA will be given for interview or any process for the appointment.
20. The University reserves the right to discontinue the contractual engagement with one month's prior notice.
21. The last date of receipt of application is - 20.04.2018
22. For further details please Contact Mo. No. - 8102926984

***Note: - University reserves the right to cancel /modify / withdraw / postpone this recruitment notice.***

# ARYABHATTHA KNOWLEDE UNIVERSITY, PATNA

## Engagement of Office Staff in TEQIP Cell Application

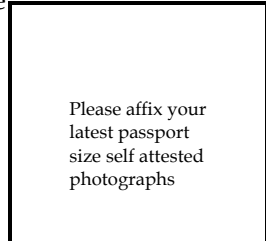
Form for the post of .....

Please read the information carefully on website prior to filling up this application form. You may use separate sheet/s wherever required. Documentary evidence(s) is/are to be attached for the data provided in this application failing which due weightage will not be given during scrutiny,

Advertisement No.

Date.....

Post Applied for.....



1.(i) Full Name (in Block Letters ).....

(ii) Father's/Husband's name .....

(iii) Whether belonging to GEN/SC/ST/OBC/PH.....

2. Date of Birth.....

3. (a) Nationality (b) Gender: (Male/Female) .....

(c) State/UT to which you belong

(d) Marital Status: Married/Unmarried/Divorced.....

4. Postal Address for correspondence:

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Phone No.: Office and Residence

5. Permanent Address:

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 .....

Phone No.: Office and Residence

Mobile No.....

E-mail. ID.....

6. Educational Qualifications (Start with Highest Qualification)

S.No.	Examination passed	Name of the university/Board	Year of admission	Year of passing	Subject/ specialization	% of Marks/ Grade(CGPA)	Division/class

7. Post held at present:

Post held	Date of appointment	Nature of the post (Temporary/Probation/Permanent)	Name and address of Employer	Total emolument (Per month)	Responsibilities in the present post

8. Professional Experience (in the reverse chronological order)

S.N.	Name of the employer	Post held/nature of duties	Period of Employment		Pay scale and Basic drawn pay	Total emolument	Reasons for leaving
			From	To			

9. Prize, Awards, Rank received etc. (if any attach certificate)

10. Training Programmed organized/attended

S.No.	Title	Venue	Duration	Sponsoring Authority

11. Language known

S.No.	Read	Write	Speak

12. Extra-Curricular Activities.....

13. Please give details of two referees (Not related to the candidate). At least one should be the current superior.

i.)Name	ii) Name
Designation	Designation
Full Address	Full Address
Contact No.	Contact No.
E-mail:	E-mail:

**DECLARATION**

I declare that the statements made in this application are true to the best of my knowledge and belief.

I understand that misleading or wrong information supplied may lead to summarily rejection of application/appointment (if found subsequently)

Signature of Applicant