



# Central Institute of Higher Tibetan Studies

(Declared as "Deemed to be University" under section 3 of the UGC Act, 1956)

Sarnath, Varanasi

No. CIHTS /Reg/Recruit/1/2021

Dated: 03.03.2021

## NOTICE

### WALK-IN-INTERVIEW FOR THE POST OF OFFICE ASSISTANTS (CONTRACTUAL) IN EXAMINATION SECTION

A Walk-in-Interview is scheduled on 19<sup>th</sup> March, 2021 at 02:30 P.M. in the Committee Room of the Registrar office for the two posts of Office Assistants (contractual) in the Examination Section, CIHTS, Sarnath on fixed monthly wages.

#### **Details of the post:**

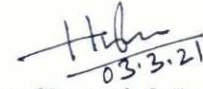
Name of the Post:	Office Assistant
Number of Posts:	02 (Two)
Name of the Department:	Examination
Salary:	@Rs.21, 140/- per month (Fixed)
Nature of Job:	Computer typing (Tibetan, Hindi/ English) and other additional works assigned by the Examination Section.

Interested candidates must have the following essential qualifications:

1. Shastri/Bachelor in any discipline
2. Basic knowledge of computer typing (Tibetan, Hindi/ English).
3. Language skill: able to read, write and speak Tibetan, Hindi and English

Interested candidates may appear for walk-in-Interview with their bio-data and testimonials at aforesaid date and time.

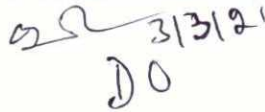
Note: Please bring a self-attested copy all the certificates and testimonials for office record.

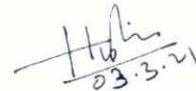
  
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Officer-In-Charge (Rectt.) & Dy. Registrar

#### **Copy forwarded for information and necessary action to:**

1. Assistant Registrar (VC Office) for kind information of Honorable VC
2. Professor I/c Library with Hard and Soft copy of the Advertisement for uploading it to the Institute Website immediately and subsequently information of the date of uploading the advertisement to the Registrar office in order to reckon the 15 days' timeframe.
3. Steno Typist, for information to Registrar
4. Assistant Registrar (Admin-II)
5. I/c, Examination Department
6. I/c Accounts Section
7. All the Notice Boards of the Institute.

  
DO

  
03.3.21

Officer-In-Charge (Rectt.) & Dy. Registrar