



དབུས་བོད་ཀྱི་གཙུག་ལག་སློབ་གནེར་ཁང་།
केन्द्रीय उच्च तिब्बती शिक्षा संस्थान
Central Institute of Higher Tibetan Studies
Deemed to be University
Sarnath, Varanasi 221007

Advt.No. CIHTS/Adm./Rectt./07/2024

Dated: 04.03.2024

ADVERTISEMENT

**FOR ENGAGEMENT OF OFFICE ASSISTANTS (CONTRACTUAL)
CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES (DEEMED UNIVERSITY),
SARNATH, VARANASI (U.P.).**

Walk-in-Skill test is scheduled to be held on **12.03.2024 at 11.00 A.M. onwards** in the office of the Hon'ble Vice Chancellor to engage Office Assistants (three) (Contractual) for different departments of the institute. The nature of the job, essential & desirable qualifications for the concerned positions are as follows:

Nature of Job:

The job is purely temporary and on contract basis. The incumbent will have no claim for permanent absorption in the Institute in lieu of this engagement. Selected Candidates will be engaged as full-time contractual employee, initially for 6 months that will be extendable on the recommendation of the concerned department. The incumbent may be terminated at any time without assigning any reason.

A. Name of the Position: Office Assistant (Administration-I)

Essential qualifications:

1. A Bachelor's degree from any recognized institution/University.
2. Typing speed of 35 W.P.M. in English or 30 W.P.M. in Bhoti/ Hindi (Unicode) or bilingual on computer.

Desirable:

1. Certificate/Diploma in computer application from a recognized institution.
2. Proficiency in computer operation, noting & drafting.
3. Preference will be given to the candidate having knowledge of Tibetan language.

B. Name of the Position: Office Assistant (Account)

Essential qualifications:

1. B.Com. or equivalent from any recognized institution/University.
2. Typing speed of 35 W.P.M. in English or 30 W.P.M. in Bhoti/ Hindi (Unicode) or bilingual on computer.

Desirable:

1. Certificate/Diploma in computer application from a recognized institution.
2. Proficiency in computer operation, accounting.
3. Preference will be given to the candidate having knowledge of Tibetan language.

C. Name of the Position: Office Assistant (Library)

Essential qualifications:

1. A Bachelor's degree from any recognized institution/University.
2. Typing speed of 35 W.P.M. in English or 30 W.P.M. in Bhoti/ Hindi (Unicode) or bilingual on computer.

Desirable:

1. Certificate/Diploma/Degree in Library science/Library and information science from a recognized institution.
2. Proficiency in computer operation, noting & drafting.
3. Preference will be given to the candidate having knowledge of Tibetan language.

Remuneration: ₹ 24,820/month

Selection Procedure: The selections shall be based on screening and written and/or skill test and fulfilment of the advertised eligibility conditions.

Interested candidates will have to **fill the prescribed application form enclosed herewith enclosing photocopies of testimonials and bring it to appear for walk-in-screening and written and/or skill test on aforesaid date and time.**

NOTE: Candidates are required to bring the original certificate of eligibility at the time of screening cum skill test.


(Dr. Sumita Chandra)
Registrar



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Central Institute of Higher Tibetan Studies
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APPLICATION FORM

Advt. No.: **CIHTS/Adm./Rectt./07/2024**

Position: **Office Assistant-Contractual (Administration/Account/Library)**
(Please tick whichever is applicable)

Affix here a
latest Passport size
Photograph
and
signacross

I. GENERAL INFORMATION:

1. Full Name in block letters. Mr./Ms. _____

2. Date of Birth _____ In Words _____

3. Sex: Male/Female/Others _____ 4. Father's/Husband's Name _____

5. Mailing Address _____

_____ Pin Code _____

Tel. No. _____ Mobile No. _____ E-mail _____

6. Permanent Address _____

_____ Pin Code _____

7. Marital Status _____ 8. Nationality _____

9. Category Gen/SC/ST/OBC/PwD/EWS _____
If belonging to SC/ST/OBC/PwD/EWS (attach certificate)

10. Languages known:

II. EDUCATIONAL QUALIFICATIONS:

Examination/Degree	Subject(s)	Percentage of Marks/Final Grade	Name of College/Institution/ University & Board	Year

III. WORKING EXPERIENCE: _____ years

IV. DETAIL OF EMPLOYMENT: (in chronological order starting with the most recent)

Name of Organization / Institution	Designation	Period		Nature of Duties	Salary
		From	To		

DECLARATION

I hereby declare that the information given by me in the Application are true, complete and correct to the best of my knowledge and belief that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Full Name: _____

Date: _____

Place: _____

(Signature of Applicant)