



DAYALBAGH EDUCATIONAL INSTITUTE
(Deemed to be University)
DAYALBAGH, AGRA-282005

Vacancy Notification for Anupam Upvan

Applications on plain paper along with certified copies of testimonials are invited for Non-Teaching posts in "Anupam Upvan" of the Institute on purely Temporary (Fixed term) basis for **two year only** as per details below:-

Sr. No.	Post	No. of Post	Qualification
1.	Junior Technical Assistant	01	Bachelor's Degree or Three-year Diploma with relevant subject OR Intermediate with ITI certificate in relevant trade (as per desirable field) with at least two years agricultural practice experience including maintenance of Agriculture equipments. Desirable: sound practical knowledge in the field of Agriculture equipments/ machines/ tractors/ electric tractors/ automobile parts.
2.	Office Assistant	01	a. 10+2 or equivalent qualification from a recognised Board with minimum 50% marks. b. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each work). c. Proficiency in Computer Operations and Accounting practice. Desirable: Graduate from a recognised University

Pay : As per Institute norms

Application complete in all respects along with enclosures must reach the Registrar of the Institute on or before **25.10.2021 (Monday)**.

Note: (1) Separate application shall be submitted for each post. (2) The University shall verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable clandestine antecedents and has suppressed the said information, then his/her service shall be treated as terminated. (3) All qualifications and experience will be considered as on the closing date, i.e. the last date of submission of application form. (4) Candidates shall be called for the Aptitude Test and Trade/Typing Test on the recommendations of the Screening Committee of the Institute. (5) Schedule of the Test and the List of the Short-listed Candidates will be displayed on the Institute's website. (6) The Institute reserves the right to fill or not to fill any of the post without giving any reason whatsoever. (7) The Institute reserves the right to alter/modify any condition at any stage.

No **TA/DA** shall be admissible for attending the Interview.

Date: 09-10-2021

REGISTRAR