

F. No. IUCTE/1106/Con NT
Inter University Centre for Teacher Education
An Autonomous Institution under University Grants Commission

Advt. No. 01/Contractual/ Non-Teaching/2023

Date: 09.12.2023

Walk in Interview

Subject: Engagement on Contractual basis at various Non- teaching posts in Inter University Centre for Teacher Education – reg.

The Inter University Centre for Teacher Education (IUCTE), BHU invites applications from willing and eligible candidates for their engagement purely on contractual basis in this Institution against the following posts:

Sl. No.	Name of Post	Number
1	Sr. Administrative Officer	01
2	Editor	01
3	Private Secretary	01
4	Public Relation Officer	01
5	Personal Assistant	01
6	Technical Assistant (Multi Media Production)	01
7	Technician (Software Management)	01
8	Consultant Engineer (Civil,/ Electrical etc.)	01

2. The engagement shall be initially for a period of **one year**, which may be extended or curtailed as per the requirement and satisfactory performance, or till permanent recruitment whichever is earlier. The job location shall be in IUCTE, BHU, Varanasi.
3. The terms & conditions for engagement shall be as per **Annexure-I**.
4. The IUCTE, BHU reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.
5. The engagement as Consultant shall not be considered as a case of re-employment.
6. The interested persons must submit their application in the prescribed format (**Annexure – II**) as enclosed herewith to:-

**Administrative Officer,
Inter University Centre for Teacher Education (IUCTE), BHU
Sunder Bagia, Naria – BLW Road, Varanasi – 221005.**

The same can also be sent through e-mail ID of **admin@iucte.ac.in** within the stipulated time.

7. The last date for receipt of online applications, in a prescribed format is **15.12.2023**. Applications received after the due date/ time and/ or without supporting documents will not be considered. However, the candidate is required to bring the hard copy of application along with supporting documents at the time of Joining/ Interview.”

8. The date of Interview shall be **17.12.2023** at Inter University Centre for Teacher Education, BHU, Sunder Bagia, Naria – BLW Road, Varanasi – 221005.

Terms & Conditions

1. Eligibility & Remuneration:

1.1 Retired/ Experienced employees of Government Department/ PSU/ Autonomous Bodies or Institutions and have not attained that age of 63 years as on the closing date of advertisement and should be in good health for discharging his/ her official duties effectively.

1.2 The post-wise eligibility as under:

Sr. No.	Post Name	Eligibility	Remuneration
1.	Sr. Administrative Officer	<p>Master Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Retired from the post of Deputy Registrar or equivalent.</p>	Rs. 60,000 to 65,000/-
2.	Editor	<p>Master's Degree from a recognised university in Hindi with English as a compulsory subject or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>Master's Degree from a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p>OR</p> <p>Master's Degree from a recognized University in any subject other than Hindi or English with English/ Hindi Medium. Hindi/ English as a compulsory or elective subject or as a medium of examination at the degree level.</p> <p>At least 5 years' experience in editing, publications especially textbooks, monographs and reports in a responsible capacity.</p>	Rs. 50,000/-

		Desirable: Word processing and techniques of online editing.	
3.	Private Secretary	<p>A Bachelor's Degree from a recognized University/ Institute.</p> <p>At least 03 Years relevant experience in Government Department/ PSU/ Autonomous Institutions.</p> <p>English/ Hindi Typing Proficiency Knowledge of Computer Applications.</p> <p>Desirable: Proficiency in English & good communication skills.</p>	Rs. 40,000 to 44, 500/-
4.	Public Relation Officer	<p>Bachelor's Degree or equivalent with at least 55% marks from a recognized University/ Institution</p> <p>At least 5 years experience in any Government Department/ PSU/ Autonomous Institutions.</p> <p>Experience of coordination among different Academic Institutions/ Regulatory Bodies. Experience of organizing/ conducting different Academic projects/ drives etc. Organizing workshops, academic activities, reporting of programs/ activities etc.</p>	Rs 30, 000 to 35, 000/-
5.	Personal Assistant	<p>Bachelor's Degree in any discipline from any recognised Institute/ University.</p> <p>Proficiency in Stenography in English or Hindi.</p> <p>Proficiency in Typing in English or Hindi.</p> <p>Knowledge of Computer Applications.</p>	Rs 30, 000 to 35, 000/-
6.	Technical Assistant (Multi Media Production)	B.E/B.Tech in Electronics/ Information & Communication Technology/ Computer Science/	Rs. 25, 000 to 28,000/-

		Computer Application or Bachelor's Degree in Mass Communication. Experience in operation, repair, maintenance of software, data processing and MIS reporting	
7.	Technician (Software Management)	Three year Diploma in Computer/ Electronic/ Communication and relevant area of ICT. Three years experience in reputed organization/ media industry, active operation in relevant software. Desirable: CCNA Certificate & Server Management	Rs 22,000 to 25,000/-
8.	Consultant Engineer (Civil/ Electrical etc.)	Retired from the post of Junior Engineer from Government Department/ PSU in relevant discipline.	Rs 35, 000 to 38, 000/-

2. **Engagement:**

2.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Inter University Centre for Teacher Education, BHU, Varanasi.

3. **Working Hours and Leave:**

3.1 The Consultant/ Contractual Employee shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.

3.2 They shall mark their attendance mandatorily and failing which may result in deduction of remuneration.

5. **Confidentiality of Data and Documents:**

5.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the IUCTE shall remain with the IUCTE.

5.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected

for the purpose of his assignment or during the course of assignment for the IUCTE without the express written consent of the IUCTE.

- 5.3 The Consultant would be required to sign a non-disclosure undertaking as per **ANNEXURE-III**.

6. Conflict of Interest:

6.1 The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the IUCTE nor will he/ she indulge in any activity outside the terms of the contractual assignment.

6.2 The consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with IUCTE.

7. Termination of Agreement:

The IUCTE may terminate the contract to which these terms apply, if:-

- a) The Consultant is unable to address the assigned work.
- b) Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in IUCTE.
- c) The Consultant is found lacking in honesty and integrity.
- d) The Competent Authority in the IUCTE may also terminate the contract at any time without giving any notice and also without assigning any reason.

ANNEXURE-II

Application for engagement as Consultant on contract basis in IUCTE, BHU w.r.t. Advertisement No. _____ dated _____

Name	
Mother's / Father's / Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No./Mob. No.	
Email ID	
Educational / Technical Qualification (s)	
Details of Experience to be attached in proforma appended as " APPENDIX "	
Special Achievement (if any) along with supporting documents.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in **Annexure-I** and they are acceptable to me. I certify that no disciplinary proceedings/ criminal cases are pending against me, as on date.

Date:

Signature of the Applicant

Details of Experience

Period	Name of Office / Organisation	Post held and Remuneration (Pay Band with Grade Pay/Level Matrix, if applicable)	Description of duties performed

Name/Signature:- _____

NON-DISCLOSURE UNDERTAKING

To,
The Administrative Officer
IUCTE, BHU
Varanasi

Sir,

1. I hereby undertake:
 - a) to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - b) not to sell, trade, publish or otherwise disclose any information to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - d) not to engage in any other employment /occupation/consultancy or any other activity during my engagement with IUCTE, BHU which would otherwise conflict with my obligations towards IUCTE, BHU.
 - e) to abide by data security policy and related guidelines issued by IUCTE, BHU/ Government of India.
 - f) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
 - g) to maintain highest standards of ethics & integrity during the period of engagement as Consultant
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the IUCTE any records, material, equipment, documents or data which is of confidential nature.
3. I shall keep IUCTE informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any such information received from any Source, whether in Physical, Electronic or in Digital format.

Yours faithfully,

(Signature)

Name:
Address & Mob No:
Date