

BANARAS HINDU UNIVERSITY
Regional Resource Center (Eastern Region) Telemedicine, Institute of Medical Sciences

Application from eligible candidates (Indian citizens) are invited for selection on one post of Administrative Assistant (details mentioned below) at Regional Resource Center (Eastern Region) Telemedicine, IMS, BHU. The **Application Form is available to download**. Candidate has to send (Hard Copy) filled up application form to the office of the Telemedicine addressing **Nodal Officer, Regional Resource Centre (Eastern Region) Telemedicine, IMS, BHU, Varanasi-221005** giving full details with **self-attested** passport size photograph, **self-attested** photocopies of mark sheets, certificates and other necessary supporting documents for the posts within 21 days of date of advertisement. The appointment will be on purely contract basis for one calendar year as per university rules which may be extended depending upon the performance of the candidate &/or the continuation of the Scheme. However, Candidate will make no claim for any further extension.

The date of exam/skill test will be notified through email to shortlisted candidates after screening of application forms. No TA/DA will be paid for attending exam/skill test.

Details of post is given as under:

Sl. No	Name of the Post	No. of Post	Essential Qualification and Experience	Salary (Per Month) Consolidated Rs.)
1.	Administrative Assistant	01	Essential: Intermediate with proficient computer knowledge.	21,000.00

** Incomplete forms are liable to be rejected.*

General Instructions for the candidates:

1. Candidate will be paid consolidated amount as mentioned against the post.
2. The duration of duty shall be from 9 am to 5 pm for 6 days a week or as and when asked by the Head /Nodal officer of Regional Resource Centre (Telemedicine), IMS, BHU, Varanasi
3. Rule for leaves and holidays will be applicable as per the rule of MoH&FW, GoI /Banaras Hindu University.
4. The service conditions and facilities will be as per rules of MoH&FW, GoI /Banaras Hindu University.
5. No obligation of any kind shall be fixed on the part of BHU Varanasi.
6. The place of work shall be the Regional Resource Centre (Telemedicine), IMS, BHU, Varanasi.
7. Any dispute arising at a later stage shall be confined to the jurisdiction of Varanasi.
8. The decision of Banaras Hindu University or MoH&FW on any dispute arising at a later stage shall be final.
9. Candidate has to bring their original documents for verification when asked.
10. The selected candidate has to execute the contract document provided on a non-judiciary stamp paper of Rs. 100/- duly notarized at his/her own expense.
11. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate


(NODAL OFFICER)

NODAL OFFICER
Regional Resource Centre (Eastern Region)
TELEMEDICINE
DIRECTOR
Institute of Medical Sciences BHU, Varanasi

BANARAS HINDU UNIVERSITY (काशी हिन्दू विश्वविद्यालय)
Regional Resource Center (Eastern India) Telemedicine, IMS
APPLICATION FORM (आवेदन प्रपत्र)

Post Applied for
आवेदित पद का नाम

Advt. No.RRC/ IMS/ 2025/01

1. **Name (In Block Letters) :**
आवेदक का नाम (बड़े अक्षरों में)

2. **Present Designation :**
वर्तमान पद

3. **Date of Birth :**
जन्म-तिथि

4. **Gender (Male/Female) :**
लिंग (पुरुष/महिला)

5. **Father's Name/Husband's Name :**
पिता/पति का नाम

6. **Mother's Name :**
माता का नाम

7. **Marital Status :**
वैवाहिक स्थिति

8. **Nationality :**
राष्ट्रीयता

9. **Indicate, if SC/ST/OBC/PH :**
संकेत करें, यदि अनु0 जाति/अनु0 जनजाति/अन्य पिछड़ी जाति/शारीरिक विकलांगता

10. **Address for Correspondence (with Pincode) :**
पत्र व्यवहार का पता (पिनकोड सहित)

Telephone No. (with STD Code) :
टेलिफोन नं0 (एस0टी0डी0 कोड सहित)

Mobile No. :
मोबाइल नं0

E-mail :
ई-मेल

Fax No. :
फैक्स नं0

11. **Permanent Address (with Pincode) :**
स्थायी पता (पिनकोड सहित)

Telephone No. (with STD Code) :
टेलिफोन नं0 (एस0टी0डी0 कोड सहित)

Mobile No. :
मोबाइल नं0

E-mail :
ई-मेल

Fax No. :
फैक्स नं0

12. **Distinctions/Prizes/Awards/Medals/Honors etc.:**
डिस्टिन्क्शन/प्राइज/अवार्ड/मेडल/सम्मान इत्यादि

13. **Whether you are conversant with Computer (Specify):**

क्या आपको कम्प्यूटर की जानकारी है (विवरण दें)

Affix recent
Passport size
photograph with
signature

1. Academic Qualifications (Matric onwards) :

शैक्षणिक योग्यतायें (मैट्रिक)

Examination Passed परीक्षा उत्तीर्ण	Board /University बोर्ड / विश्वविद्यालय	Year of passing उत्तीर्ण का वर्ष	Percentage of marks obtained प्राप्तांक / प्रतिशत	Division/Class/ Grade/Merit श्रेणी / ग्रेड
High School/Matric or equivalent (हाई स्कूल / मैट्रिक या समकक्ष)				
Intermediate/Hr.Sec./ PUC or equivalent (इण्टरमीडिएट / हा0 सेकेण्ड्री या समकक्ष)				
Graduation				
Post-Graduation				
Other Essential Qualification Details				
Any other educational qualification (अन्य शैक्षणिक योग्यता)				

15. Appointments held or Experience, if any:

नियुक्तियां एवं अनुभव, दर्शायें :

Designation & Name of Institution पद एवं संस्थान का नाम	Date दिनांक		Salary with Grade वेतन ग्रेड	Nature of Duties कार्य का प्रारूप	Reason for leaving छोड़ने का कारण
	Joining नियुक्ति वर्ष	Leaving छोड़ने का वर्ष			

(Please use separate sheet if required/ (कृपया अलग पृष्ठ का इस्तेमाल करें)

16. Additional Information, if any (please use separate sheet):

अतिरिक्त सूचना, दर्शायें (कृपया अलग पृष्ठ का इस्तेमाल करें) :

7. Declaration : I declare that :

1. The information given above is complete and correct; 2. Neither any disciplinary proceedings are pending nor contemplated against me; 3. I have never been dismissed from service nor debarred from holding any future appointment not convicted for any offense. No criminal case is pending against me. 4. In case of concealment/suppression of facts(s), which may be detected at any stage in future, my appointment is liable to be cancelled/terminated, as the case may be, without notice.

घोषणा : मैं घोषणा करता/करती हूँ कि :

1. उपर्युक्त दी गई सूचना पूर्ण एवं सही है, 2. मेरे विरुद्ध अभी तक कोई भी अनुशासनात्मक कार्यवाही नहीं हुई है न ही कोई बाकी है, 3. मुझे कभी भी सेवा मुक्त नहीं किया गया है तथा कोई भी अपराधिक घटना में लिप्त नहीं रहा/रही हूँ, या कानूनी कार्यवाही नहीं चल रही है, 4. मेरे द्वारा अघोषित या छिपाई गई सूचना, यदि किसी समय मेरे विरुद्ध पाई जाती है, तो मुझे सेवा के किसी स्तर पर बिना सूचना के सेवा से मुक्त किया जा सकता है।

Date :
दिनांक :

Signature of the Applicant
आवेदक का हस्ताक्षर