

# BANARAS HINDU UNIVERSITY

## Advertisement

Applications are invited for the posts of **Chief Operating Officer, Technical Assistant, Office Assistant, Laboratory attendants and Multitasking attendants** purely on contractual basis under DST Sponsored **SATHI Program** sanctioned for 03 years. Engagement will be initially for six months, but extendable depending upon the performance of the selected candidates. The posts are temporary and co-terminus with the project. Number of posts, essential qualifications and upper Age Limit are mentioned below.

The relaxation of 5 years in the upper age limit will be granted to SC/ST/Physically Handicapped/Female candidates. The upper age limit may be relaxed for an additional duration of earlier work experience in a project/scheme in B.H.U. subject to the prevalent University rules. Reservation will be applicable as per GOI rule.

Application on plain paper as well as by e-mail giving name, permanent and correspondence address, name of father and mother, Aadhar card number, telephone no. and e-mail address (if available), details of educational career (starting from High School or equivalent) along with self-attested copies of all mark-sheets & certificates and details of relevant work experience etc., should reach by registered/speed post to **The Coordinator, SATHI, Institute of Science, Banaras Hindu University, Varanasi-221005**, and by mail to [sathi-bhu@bhu.ac.in](mailto:sathi-bhu@bhu.ac.in) within 21 days of this advertisement.

No TA/DA will be paid if called for written test or interview

<b>1.</b>	<b>Designation of the Post</b>	<b>Chief Operating Officer</b>
	<b>Salary</b>	Rs. 130,000/- to Rs 1,50,000/- per month fixed depending on qualification and experience
	<b>Nature of Vacancy</b>	Temporary
	<b>Qualifications required</b>	
	<b>Essential</b>	Doctoral degree in Natural Science or post-graduate degree in Engineering, Technology or Management from a recognized University/Institute or equivalent with minimum 12 years of experience of research or S & T Management from Industry or any National laboratory .
	<b>Desirable</b>	i) Strong industry connect ii) Three years experience in procurement/operation/overseeing of high value sophisticated equipment facility iii) Experience of IT/ICT applications iv) Organization of Seminars, Training, Workshops and high level meetings v) The incumbent should possess good communication managerial and leadership skills and possess good drafting and noting skills. Should be conversant with official procedures and capable of writing grant proposals.
	<b>Upper Age limit</b>	Minimum 45 years      Maximum 60 years
	<b>Job Description</b>	Initial appointment will be for one year which can be extended up to three years on yearly renewal basis based on evaluation of satisfactory performance. Extension of the contract beyond three years may be considered on the basis of performance of COO, if the Centre becomes financially self-sustaining. The COO will be entrusted with the following responsibilities: i) Manage/Purchase/Procure and commission high value sophisticated equipment and research facilities. ii) Organize seminar, training and workshops for the Faculty and Students,

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		<p>Start-ups &amp; Industry</p> <p>iii) Assist the Coordinator of SATHI-BHU in preparing various reports and proposals and other work, if any, in connection with the centralized facilities, as directed by Coordinator, SATHI-BHU.</p> <p>iv) Implement user charges of the centralized equipments in Coordination with the various stakeholders to help SATHI-BHU to build a corpus for self-sustenance of the centralized facilities.</p> <p>v) Liaison with the different departments of the University, Industry, Start-ups and other organization.</p> <p>vi) Attracting and ensuring business for optimal utilization and sustainability of the facility.</p>
	<b>Selection Process</b>	Through Interview and Personal Interaction by a duly constituted Selection Committee. In case of high number of applicants a written test may also be conducted.
<b>2.</b>	<b>Designation of the Post</b>	<b>Technical Assistant (Four Post)</b>
	<b>Salary</b>	Rs.24,182/- per month fixed (6 <sup>th</sup> Pay)
	<b>Nature of Vacancy</b>	Temporary
	<b>Qualifications Required</b>	
	<b>Essential</b>	M. Sc. or B.Sc. with four years experience with relevant area or Diploma in engineering/ technology in mechanical/ electrical /electronics/ instrumentation related trade with three years experience in the relevant area.
	<b>Desirable</b>	M.Sc. with minimum 55% marks in subjects/disciplines of Life Sciences (including Botany/ Zoology /Biotechnology ,/Biochemistry) / Chemistry /Physics / Geology Candidate should have experience preferably on the operation and interpretation of data of HRMS/IRMS/NMR/TEM/photoacoustic imaging/confocal laser scanning microscopy/ ICPMS or related equipment.
	<b>Upper Age Limit</b>	35 years (as per BHU rules)
	<b>Job Description</b>	To operate and maintain analytical and/or imaging equipments such as HRMS/IRMS/NMR/TEM/photoacoustic imaging/confocal laser scanning microscopy/ ICPMS or related equipment.and in interpreting their data.
	<b>Selection Procedure</b>	Selection procedure for the post of Technical Assistant will be on the basis of a written objective type test of 100 marks. Duration of the test will be one Hour. Based on the score of candidates in the written objective type test, five candidates against one post shall be called for a skill test in the relevant area which would be of qualifying nature.
<b>3.</b>	<b>Designation of the Post</b>	<b>Office Assistant (One Post)</b>
	<b>Salary</b>	Rs.16,478/- per month fixed (6 <sup>th</sup> Pay)
	<b>Nature of Vacancy</b>	Temporary
	<b>Qualifications Required</b>	
	<b>Essential</b>	Second Class Graduate with at least six months of training on the use of Computer for Office Automation, Book keeping and word processing from a certified Institution or Second-Class Graduate with Diploma in Computer application recognized by AICTE.
	<b>Desirable</b>	Candidates should have atleast 55% marks in Bachelors degree course and experience of working in the office of a University or scientific organization and should be familiar with purchase procedure of Government of India



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<b>Upper Age Limit</b>	35 year (as per BHU rules)
<b>Job Description</b>	The office assistant has to deal with all official matters related to financial and other administrative aspects of SATHI equipment facility. He will assist Coordinator, SATHI in all administrative matters.
<b>Selection Procedure</b>	A written objective type test shall be conducted of 100 marks. Duration of test will be one hour for screening. Based on the score of candidates in the written objective type test, five candidates shall be called for a skill test related to the Computer and Office working Knowledge for 50 marks, which would be of qualifying nature.
<b>4. Designation of the Post</b>	<b>Laboratory Attendant (Three Posts)</b>
<b>Salary</b>	Rs.14,980/- per month fixed (6 <sup>th</sup> Pay)
<b>Nature of Vacancy</b>	Temporary
<b>Qualifications Required</b>	
<b>Essential</b>	B.Sc. or I. Sc. with 3 years experience or ITI with 2 years experience
<b>Desirable</b>	Candidates should have B.Sc. Honours degree in Botany, Zoology, Chemistry, Physics, Biochemistry, Biotechnology, Microbiology Laboratory Attendant will be responsible for maintenance of cleanliness in the laboratory, sample preparation, and operation of the assigned equipment/s. He will assist Coordinator, SATHI in ensuring smooth functioning of SATHI facility.
<b>Upper Age Limit</b>	30 years (as per BHU rules)
<b>Selection Procedure</b>	Selection procedure for the post of Laboratory Attendant will be on the basis of a written objective type test of 100 marks. Duration of the test will be one Hour. Based on the score of candidates in the written objective type test, five candidates against one post shall be called for a skill test in the relevant area which would be of qualifying nature.
<b>5. Designation of the Post</b>	<b>Multitasking Staff, 4 Post for SATHI</b>
<b>Salary</b>	Rs.14,980/- per month fixed (6 <sup>th</sup> Pay)
<b>Nature of Vacancy</b>	Temporary
<b>Qualifications Required</b>	
<b>(a) Essential</b>	High School or equivalent with one-year experience in any office from a Government institution or recognized institute
<b>Upper Age Limit</b>	30 years (as per BHU rules)
<b>Selection Procedure</b>	Selection procedure for MTS will be on the basis of a written objective type test of 100 marks. Duration of the test will be one Hour. Based on the score of candidates in the written objective type test, five candidates against one post shall be called for a skill test in the relevant area which would be of qualifying nature.



**Coordinator**  
 SATHI Scheme No.6025  
 &  
**Director**  
 Institute of Science