



Mahatma Jyotiba Phule Rohilkhand University
Bareilly-243006

Date: 22-02-2023

**Advertisement for appointment of Typist/Steno under centre for
Excellence Project in the department of Applied Chemistry**

Applications are invited for appointment of Typist/Steno under Centre of Excellence Project in the Department of Applied Chemistry on purely temporary contractual basis for the tenure of Centre of Excellence. However, The appointment may be terminated at any time without notice in case unsatisfactory performance or indiscipline or else the Centre of Excellence Project is not extended by government.

Qualification: Graduate with proficiency in computer typing/ designing both in Hindi and English duly certified by certificate or ITI or Diploma in the relevant area.

Note: The application on plain paper with all the documents and testimonials must reach to the office of Head Department of Applied Chemistry by speed post/registered post on or before 01-03-2023. The incomplete applications or the applications received after the last date shall not be entertained.

(Head)

Department of Chemistry
and
Coordinator, Centre of Excellence



Mahatma Jyotiba Phule Rohilkhand University

Bareilly-243006

Ref. No. :

APPLY FOR THE FOLLOWING POST

Eligible and Interested Candidates are invited to apply for the one post of Typist / Stenographer under Centre of Excellence Project funded by State Government on the topic: -

"Studies on the topic Designing, Synthesis and Development of bio active molecules with particular emphasis on antiviral agent to combat Corona Pandemic"

Details of the Post: -

| Post | Number | Qualification | Desirable | Duration | Remuneration |
|--------------|--------|---|--------------------------|-----------|------------------------|
| Typist/Steno | 01 | UG in Science/Social Science/ Arts/ commerce with profound knowledge of computer typing Hindi and English with Certificate course in any field of Computers | ITI/Diploma in computers | 03 months | Rs. 10,000/= per month |

Note: The appointment is purely temporary for a period of 3 months and co-terminus with the project. The interested candidates are directed to apply by filling the attached application form. The soft copy of the completely filled application must reach before the last date at email: hod.ch@mjpru.ac.in and the hard copy by registered/speed post on or before 01-03-2023 addressed to "Head, Department of Applied Chemistry, M. J. P. Rohilkhand University, Bareilly-243006, U.P.". Only shortlisted candidates will be called for the interview.

Last date to apply: 01/03/2023

Email: hod.ch@mjpru.ac.in

(Head)

Department of Chemistry
and
Coordinator, Centre of Excellence

Application form for the Post of Typist/Stenographer under The Centre of Excellence Project of State Government-2022

Post Applied for-.....

Name:.....

Father's Name:.....

Date of Birth:.....

Gender: Male.....Female.....Others.....

Category- Gen.....SC.....ST.....OBC.....PH.....

Mobile-.....

Email-.....

Address-

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Qualification

| S. No. | Class | Board/University | Subjects | Year | Percentage |
|--------|-------|------------------|----------|------|------------|
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Computer Efficiency- Yes..... No.....

Working Experience-.....Years

Any other Relevant Information-

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Declaration

I hereby declare that the above information provided by me is correct to my knowledge and belief.

Date:

Signature of the Candidate

Place:

Enclose the following documents:

1. Educational Testimonials
2. Experience Letters if any
3. Category Certificate
4. Detailed Biodata