

**DEAN FACULTY OF AGRICULTURE
RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA,
GWALIOR (M.P.) - 474002**


No. IPRO/DFA/NAHEP/2020/ 764

Dated: 09/12/2020

Re - Advertisement

The Dean Faculty of Agriculture, RVSKVV, Gwalior invite application for engaging Office Assistant cum Accountant (2 Nos) and Computer Operator (7 Nos) under ICAR-IDP-NAHEP Project entitled “**Reinforcement of the brand value of University for designing market ready graduates for entrepreneurship and employment generation**” purely on contractual basis. The last date for submission of application form is **23/12/2020 up to 05:00 PM** through registered/ speed post. Those candidates who have applied earlier against vide advertise No./IPRO/DFA/NAHEP/2020/3026 dated 13.03.2020 and corrigendum No./IPRO/DFA/NAHEP/2020/120 dated 06.06.2020 need to reapply, however they need not to submit application fee again.

Please refer RVSKVV website www.rvskvv.net for more details and application form.


Dean Faculty of Agriculture

**DEAN FACULTY OF AGRICULTURE
RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA,
GWALIOR (M.P.) – 474002**

Re - Advertisement

Office Assistant cum Accountant and Computer Operator

Name of the Project	:	ICAR-IDP-NAHEP Project entitled “Reinforcement of the brand value of University for designing market ready graduates for entrepreneurship and employment generation”		
Post	:	Name of Post	Number of Posts	Place of Work
		Office Assistant cum Accountant	02 (Two)	DFA , RVSKVV
		Computer Operator	07 (Seven)	1. DFA , RVSKVV 2. CoA, Gwalior/Indore/Sehore/ Khandwa/ CoH, Mandsaur

Essential and desired qualifications are as below

Post	No. of Post	Essential Qualification	Desirable Qualification
Office Assistant cum Accountant	02	<ul style="list-style-type: none"> • B.Com with minimum 60% or equivalent grade point. • DCA or Equivalent from recognized institutes from Govt. of M.P./ Govt. of India. 	<ul style="list-style-type: none"> • Experience in office management/ having writing skills • Proven experience of minimum one year in maintaining office communication, stocks and records etc in an industry/academic institution of higher learning. Proven experience of handling computers and Office software. • Proven ability of handling accounting software.
Computer Operator	07	<ul style="list-style-type: none"> • Graduate degree from a recognized university • Possess a certificate of DCA from recognized Govt. approved institution • Passed the CPCT examination conducted by MAP-IT. 	<ul style="list-style-type: none"> • Minimum Speed of 41 words per minute in English Typing without error. • Knowledge of data entry in Hindi and English on different software including MS office • Knowledge of networking Experience in maintaining the web site/portal and use of computers for information Management especially Database Management and net based applications

Maximum Age limits (Years):

Name of Post	Age Limit
Office Assistant cum Accountant	35 years for Male and 40 years for Female
Computer Operator	35 years for Male and 40 years for Female

Note: Age relaxation applicable as per the Madhya Pradesh Government rules.

Emolument to be paid:

Name of Post	Emoluments in Rs. Per month
Office Assistant cum Accountant	25000/- per month (Consolidated)
Computer Operator	20000/- per month (Consolidated)

Terms and Conditions:

1. Interested candidates can submit their complete application along with giving full bio-data with attested copies of testimonials/certificates. One passport size photograph and Bank Demand Draft of Rs 100/- (non refundable) in favour of the **Comptroller, RVSKVV, Gwalior** payable at Gwalior may be submitted to the office of the Dean Faculty of Agriculture, RVSKVV, Gwalior-474 002 on or before 23.12.2020 up to 05.00 PM.
2. Those candidates who have applied earlier against vide advertise No./IPRO/DFA/NAHEP/2020/3026 dated 13.03.2020 and corrigendum No./IPRO/DFA/NAHEP/2020/120 dated 06.06.2020 need to reapply, however they need not to submit application fee again.
3. Candidates appearing for interview need to bring certificates/ degree/ diploma/credentials in original for verification.
4. The above posts are purely temporary and can be terminated on one months' notice from either side. The posts are co-terminus with the project.
5. Application form may be downloaded (Annexure 1) from university website www.rvskvv.net. Application should be annexed with duly attested certificates and mark sheets (From X onwards), experience certificates and no objection certificates (NOC) from their current employer (in case employed).
6. The selected candidates have no claim for regular appointment after expiry of the project at Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior (M.P.).
7. The University reserves all the rights to fill up or not to fill up the vacant posts without assigning any reason.
8. The candidate must bring one set of their complete bio data with self-attested copies of the testimonials and age proof with a passport size photograph along with all original certificates of all required certificates from matriculation onwards and experience certificate in original (if any) with them.
9. Concealing of facts or canvassing in any form shall lead to disqualification of the candidature or termination even after appointment.
10. The appointments may be terminated at any time without notice or assigning any reason thereof. The candidate may leave the assignment, on his/her own volition, by giving one month notice. At the end of the contract period, the Office Assistant cum Accountant and Computer Operator will have no right to claim any employment or engagement in the University.
11. The selected candidates will be required to undergo medical examination as per the rules for ensuring their physical fitness before appointment.



Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya,

Raja Pancham Singh Marg, Gwalior (M.P.) - 474 002

APPLICATION FORM

(Details of Application Fee)

DD/IPO No.

Amount (Rs).....

Date

Passport Size
Photograph

Name of post positions applied for

Advertisement No.....

1. Name of the candidate :
(In Block letters)
2. Father/ Husband name :
3. Category (UR/SC/ST/OBC) :
4. Date of birth and age as on :
01.03.2019
5. Permanent Address :
6. Address for correspondence :
7. Contact Number :
8. Email ID :

9. Educational Qualifications and experience (in chronological order) (starting from 10th class including additional degree/diplomas):

Examination/ Degree	Name of Degree/ programme	Name of the Board/ University	Year of passing	Division	Marks In per cent / OGPA	Subjects
Matriculation						
Intermediate						
Graduation						
Post Graduation						
Ph.D						
Any Other degree /Diploma						
Experience						

10. Details of experience, if any (list for which proof is available and produce proof)

11. Scholarships/Fellowship/Awards:

12. Publications:

13. Present / Previous employment

Name of the post	Address of present employer	Date of Appointment	Present Pay Scale

14. Additional Remarks if any

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(Note: Please add separate sheet if the space is insufficient)

Declaration

I do necessary declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected

(Signature of the Candidate with name)

Date:

Place: