

**Dr. Ashutosh Mohan**

MBA(BHU), SRF(UGC), Ph.D.(FMS,DU), D.Litt. (IM, BHU)

Career Awardee (AICTE)

Associate Professor (Marketing &amp; SCM)

National Coordinator (INI) – SWAYAM, MoE, GoI

Managing Editor - BHU Management Review

Advt. No. BHU SWAYAM/CE/01/2025

Date: 03.07.2025

## Advertisement

Applications are invited under the Study Web of Active Learning for Young Aspiring Minds (SWAYAM), BHU from willing and eligible candidates for their engagement purely on a contractual basis in this project against the following posts:

| Sr. No. | Title of Post                                  | Number of Vacancies |
|---------|------------------------------------------------|---------------------|
| 1.      | Project Manager                                | 01                  |
| 2.      | Assistant Project Manager (Technical)          | 02                  |
| 3.      | Project Technician (Studio Handling / Editing) | 01                  |
| 4.      | Office Assistant                               | 01                  |
| 5.      | Office Attendant                               | 01                  |

The details are listed as:

1. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance.
2. The eligibility criteria and remuneration along with the terms & conditions for engagement shall be as per **ANNEXURE- I.**
3. The applicants must submit their application in the prescribed format attached as **ANNEXURE – II.**
4. The applications must be submitted in Hard as well as in soft copy on the following address:

**For Hard Copy of application submission:**

**Dr. Ashutosh Mohan**

National Coordinator (INI) – SWAYAM, MoE, GoI,

Institute of Management Studies,

Banaras Hindu University (BHU),

VARANASI – 221005

**For Soft Copy of application submission:**

E-mail ID : [swayam@bhu.ac.in](mailto:swayam@bhu.ac.in)

5. **The last date for receipt of online applications, in a prescribed format is 24.07.2025 EoD.** Applications received after the due date and/ or without supporting documents will not be considered.



(Ashutosh Mohan)

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**ANNEXURE – I**

**Eligibility Criteria, Remuneration and T&C**

1. The post wise eligibility and remuneration mentioned in the following list as:

| Sr. No. | Title of Post                                     | Eligibility Criteria                                                                                                                                                                                                                                                                                 | Remuneration (In Rs.)      |
|---------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1.      | Project Manager                                   | Post-graduate + Minimum 5 Years of experience<br>OR<br>Graduate + Minimum 8 Years of experience<br>OR<br>CA/ICWA/CS + 2 Years of experience                                                                                                                                                          | 35,000 – 2,000 –<br>55,000 |
| 2.      | Assistant Project Manager<br>(Technical)          | Post-graduate + Minimum 3 Years of experience<br>OR<br>Graduate + Minimum 5 Years of experience                                                                                                                                                                                                      | 25,000 – 1,000 –<br>35,000 |
| 3.      | Project Technician (Studio<br>Handling / Editing) | B.Sc. or equivalent + Minimum 5 years of experience in<br>related areas<br>OR<br>12 <sup>th</sup> + Diploma in Studio Recording and Editing or equivalent<br>+ Minimum 3 years of experience in related areas<br>OR<br>High School + ITI Diploma + Minimum 7 years of experience in<br>related areas | 24,000 – 1,000 –<br>34,000 |
| 4.      | Office Assistant                                  | 12 <sup>th</sup> + Minimum 2 years of office experience<br>OR<br>10 <sup>th</sup> + Minimum 4 years of office experience                                                                                                                                                                             | 24,000 – 500 – 29,000      |
| 5.      | Office Attendant                                  | Intermediate<br>OR<br>High School + Minimum 2 years of experience<br>OR<br>8 <sup>th</sup> + Minimum 4 years of experience                                                                                                                                                                           | 19,000 – 400 – 23,000      |

- The engagement of project positions will be purely on contract basis and will not confer any right for regular appointment in the BHU, Varanasi.
- The Project 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.
- They shall mark their attendance mandatorily and failing which may result in deduction of remuneration.
- No one shall utilize or publish or disclose or part with, to a third party, for any part of the data or statistics or proceedings or information collected for the purpose of his/her assignment or during the course of assignment for the SWAYAM without the express written consent of the SWAYAM, BHU.
- The Project employees shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the SWAYAM, BHU nor will he/she indulge in any activity outside the terms of the contractual assignment.
- The SWAYAM, BHU may terminate the contract of project employee in any one of the conditions as: 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 SWAYAM, BHU. c) The employee is found lacking in honesty and integrity. d) The Competent Authority in the SWAYAM, BHU may also terminate the contract at any time without giving any notice and also without assigning any reason.

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**ANNEXURE – II****Application Proforma**

The interested candidates need to apply in the below format on a plain A4 Size paper.

**Advertisement No.:****Date of Advertisement:**

|      |                                                                                                                        |  |
|------|------------------------------------------------------------------------------------------------------------------------|--|
| 1    | Name of Candidate                                                                                                      |  |
| 2    | Name of Candidate                                                                                                      |  |
| 3    | Mother's Name                                                                                                          |  |
| 4    | Father's / Husband's Name                                                                                              |  |
| 5    | Date of Birth                                                                                                          |  |
| 6    | Address for Correspondence                                                                                             |  |
| 7    | Permanent Address                                                                                                      |  |
| 8    | Mobile Number                                                                                                          |  |
| 9    | Email ID                                                                                                               |  |
| 10   | Educational Qualification (s) : Year of Pass; Percentage Obtained; School/Institute/University (Attach Proofs)         |  |
| i)   | i) High School                                                                                                         |  |
| ii)  | ii) Intermediate                                                                                                       |  |
| iii) | iii) Graduation                                                                                                        |  |
| iv)  | iv) Post-graduation                                                                                                    |  |
| v)   | v) Any Other                                                                                                           |  |
| 11   | Details of Experience: Employment Period; Employer Detail; Remuneration Received; Job Description etc. (Attach Proofs) |  |
| i)   | 1.                                                                                                                     |  |
| ii)  | 2.                                                                                                                     |  |
| iii) | 3.                                                                                                                     |  |
| 12   | Any Other Information                                                                                                  |  |

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:

Place:

Signature of the Applicant

(Name of Applicant)