

**ADVERTISEMENT**

Applications are invited from the citizens of India for the under mentioned Post on contractual basis in the Office of the Asian Agri-History Foundation (AAHF), College of Agriculture, Govind Ballabh Pant University of Agriculture and Technology, Pantnagar, Dist. Udham Singh Nagar, Uttarakhand

**POST OF OFFICE ADMINISTRATIVE ASSISTANT**

**A. Qualifications:** - (i) Graduate preferably in Commerce; (ii) A minimum of 2 years' experience in Office Matters and Accountancy; (iii) Working Knowledge in M.S. Office, M.S. Excel, M.S. Power Point, Gmail, Internet; (iv) Proficiency in English and Hindi language typing.

**B. Pay:** - Rs. 13,000 + 13% EPF per month = Rs. 14690/-

**C. Age Limit:** - 21-35 years.

**D. How to apply:** - Submit the completed application with self-attested copies of documents and one recent passport size photo in the office of undersigned.

**Application form**

|    |                   |  |       |
|----|-------------------|--|-------|
| 1. | Name of Applicant |  | Photo |
| 2. | Father's Name     |  |       |
| 3. | Date of Birth     |  |       |
| 4. | Gender            |  |       |
| 5. | Home address      |  |       |
| 6. | Mobile No.        |  |       |
| 7. | Email ID          |  |       |

**Educational Qualification: -**

| Exam passed | Name of Board/University | Year of passing | Marks / OGPA (%) | Division | Subjects |
|-------------|--------------------------|-----------------|------------------|----------|----------|
|             |                          |                 |                  |          |          |
|             |                          |                 |                  |          |          |
|             |                          |                 |                  |          |          |
|             |                          |                 |                  |          |          |

Contact mobile number is to be mentioned in the application form for further communication with the candidates.

Signature of applicant

**General Information & instructions: -**

- (i) Preference will be given to local (Pantnagar) candidates.
- (ii) **Candidates should come prepared for the typing and computer use proficiency tests.**
- (iii) Only short-listed candidates will be called for the Personal Interview.
- (iv) Date of personal interview will be intimated later by Mobile or Email/Message.
- (v) No TA/DA will be paid to the Candidate for appearing the Personal Interview.
- (vi) **The last date for receipt of Applications is 5 PM of 5<sup>th</sup> April 2024.**

  
21/03/24  
Executive Secretary

Asian Agri-History Foundation (AAHF)  
Dr YL Nene Memorial Library  
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College of Agriculture, GBPUA&T, Pantnagar  
Mobile: 8859020329

- CC:-
1. Notice board of all the departments of College of Agriculture.
  2. Notice board of all the Colleges.
  3. University website (gbpuat.ac.in)