



Asian Agri-History Foundation (AAHF)
GB Pant University of Agriculture & Technology, Pantnagar



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 in any stream (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, and (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

Experience in mentioned areas: -

SN.	
1.	
2.	

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

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 19th December 2023 in the office of undersigned.

Signature of applicant

Sunita T Pandey
9/11/2023

(Dr Sunita T Pandey)
Executive Secretary, Asian Agri-History Foundation (AAHF)
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 (www.gbpuat.ac.in)