



OFFICE OF THE JET COORDINATOR
JET, PRE-PG & Ph.D. ENTRANCE EXAMINATIONS-2023
AGRICULTURE UNIVERSITY JODHPUR-342304, RAJASTHAN



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No. F. ()/AUJ/Exam./JET/Pre-PG/Ph.D./2023/254

Date: 01.06.2023

Walk-In-Interview

Applications are invited to engage **Office Assistant** (One Post) temporarily and purely on contractual basis under the Office of the JET Coordinator, Agriculture University, Jodhpur. The eligible candidates fulfilling the prescribed qualification are invited to appear in walk-in-interview along with bio-data (Photo attested), original certificates and self-attested one set of documents related to educational qualifications, No objection certificate from the employer in case of employed candidate and experience certificate in original on **13.06.2023 (Tuesday) at 11.00AM** at the office of the JET Coordinator.

| Contractual Post | No. of Post | Monthly Fixed Remuneration | Qualifications |
|------------------|-------------|----------------------------|---|
| Office Assistant | 01 | Rs.15000/- | Essential Qualification: Graduate from a recognized University. Desirable Qualification: 1. Minimum 1 Year Experience in office work. 2. Good knowledge of computer applications with data management and organization. 3. Good and effective communication skill. |

General terms and instruction: -

1. The position is temporary and purely on contractual basis.
2. The contractual staff can be discontinued at any time by institute without assigning any reason thereof.
3. He/she will not have any right to claim for regularization or absorption whatsoever in regular vacancies of the Institute/Organization/University.
4. No TA/DA shall be admissible for attending the interview.
5. In the event of higher number of candidates, screening procedure/written test may be conducted.
6. Right of engaging the Office Assistant is reserved with the undersigned.
7. The notification does not mean that the post will be necessarily filled. The discretionary power will rest with the Selection Committee constituted for the purpose.
8. For details, please visit <https://www.aujodhpur.ac.in>.


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