

Vacancy Announcement

Applications in the prescribed form are invited from eligible candidates for filling up of the following posts on Contract Basis for an initial period of six months which will be extended based on the performance of the candidate.

Sl. No.	Name of Post	No. of Posts	Eligibility	Experience	Honorarium (Rs.)
1.	Project Officer	01	Master Degree in any stream from any recognized University. Good knowledge of MS office & Internet handling. Candidate should be proficient in Hindi & English Typist. Candidate with a Master's degree in Social Work will be given preference.	Should have 2 to 4 years of experience in monitoring of residential/ non-residential schools, helpage home, and orphanage home. Should have work experience of MIS and report preparation.	20,000/-
2.	Asst. Project Officer	01	Bachelor degree in any stream from any recognized university. Good knowledge of MS office & Internet handling. Candidate should be proficient in Hindi & English Typist.	Should have 0 to 2 years experience in monitoring of residential/non-residential schools, orphanages, related work. Should have work experience of MIS and report preparation.	15,000/-

Annexure 1 – Covering Letter

To

The Administrative Officer

Regional Centre for Urban & Environmental Studies
Ministry of Housing & Urban Affairs, Government of India Adjacent Registrar's Office, University
of Lucknow Campus Lucknow-226007 (Uttar Pradesh)

Dear Sir,

1. With reference to your Advertisement No. _____, and having examined the TOR Document and understood their contents, I hereby submit this application for the said post. My application is unconditional and unqualified.
2. I acknowledge that the RCUES/Department will be relying on the information provided in the application for selection and I certify that all information provided therein is true and correct: nothing has been omitted which renders such information misleading; and all documents accompanying this application are true copies of their respective originals.
3. I shall make available to the RCUES/Department any additional information it may find necessary or require to supplement or authenticate the application.
4. I acknowledge the right of the RCUES/Department to reject the application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that I fulfill the qualification and experience as sought by the RCUES/Department.

Yours faithfully,

Date: (Signature and name of the Applicant)

Address

Mobile No:

E-mail ID:

Annexure 2 - Format for the Details of the Applicant

Name					
Sex (Male / Female)					
Address for Correspondence					
Telephone No./Mob No./Fax No. :					
Email ID:					
Date of Birth					
PAN Number and ADHAAR Number					
Address for Communication					
Key Qualifications					
Total Experience					
Statement of Professional experiences – Key expertise					
Sl.No.	Client/Organization	Designation	Project Name	Key Task performed	Duration
A	Working Experience in the field applied				
1					
2					
3					

I _____, son/daughter of _____
hereby declare that the information given in this form is true and correct to the best of
my knowledge and belief.

Signature:

Dated:

Place:

Annexure 3 - Curriculum Vitae of the Applicant

Proposed Position				
Name				
Date of Birth				
Citizenship				
Education	Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained			
Languages	Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or			
Employment Record Starting with present position, list in reverse order every employment held. For experience in last 15 years, also give types of activities performed and client	Position Held:	From Date	To Date	Name of the Employer:
Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned				
Certification				
(signature with date)				