

14.02.2020

Advertisement for Administrative Officer

HPE Aruba Centre for Research in Information Systems, Banaras Hindu University, Varanasi is a research centre created with the support of Aruba Business Unit of Hewlett Packard Enterprise India (Pvt) Ltd. The Centre is mandated to pursue research and undertake research projects in the broader areas of Evolving Networking Technologies, Holistic Network Security, Insights on Network Management and Performance, Wireless Networks, IoT, Data Analytics, and Information Systems. The Centre is being setup in Central Discovery Centre, Near Computer Centre, Banaras Hindu University, Varanasi.

The Centre invites applications for one position of Administrative Officer as per salary and qualifications mentioned below:

Administrative Officer

Salary: Rs 25,000 + HRA@16%, per month

Essential Qualifications: Minimum of Bachelor's Degree in Business Management/ Information Technology or equivalent with minimum of 55% marks.

Desirable Qualifications: Preference will be given to candidates having obtained M.B.A. or equivalent degree and/ or having suitable experience of management of administrative and financial matters in a reputed organization.

Duties: The selected candidate will be responsible for overall management of all administrative and financial matters of the Centre. The selected candidate will work under the supervision of the principal investigator and help him in preparation of reports, presentations and accounts of the centre. The selected candidate may be required to travel in India and abroad for presentations/ meetings etc. of the Centre.

The positions are purely temporary and co-terminus with the project. Initial appointment will be for a period of three years. The upper Age Limit is 35 years (relaxed for 5 years for SC/ST/Physically Handicapped/ Female candidates). Off all things being equal, preference will be given to female candidates.

Interested candidates may submit their applications by sending their *Curriculum Vitae* (providing details of name, permanent and correspondence address, names of father and mother, telephone no., e-mail address, details of educational career-starting from High School or equivalent, details of professional qualification/certification (if any), and details of work experience.) to the undersigned either through post or email: vivek@bhu.ac.in The applications should reach the undersigned **latest by 14th March 2020**. No TA/DA will be paid if called for interview.

Prof. Vivek Kumar Singh

Principal Investigator

HPE Aruba Centre for Research in Information Systems

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