



**UNIVERSITY OF AGRICULTURAL AND HORTICULTURAL SCIENCES, SHIVAMOGGA**

Agricultural & Horticultural Research Station,  
Seebinakere, Thirthahalli - 577 432,  
Shivamogga Dist.

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No. AHRS/TTH/140/2018-19

Date: 24.12.2018

**NOTIFICATION**

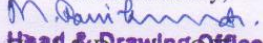
**Sub:** Recruitment of Office Assistant at Agril. & Hortl. Research Station, Thirthahalli  
**Ref:** No. DR/UAHS/25.1/821/2018-19 dtd. 03.08.2018

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Applications are invited from the eligible candidates for the post of Office Assistant on work contract basis at Agricultural and Horticultural Research Station, Thirthahalli. Interested candidates should appear for the interview at their own cost in the Chamber of the Head and Drawing Officer, AHRS, Thirthahalli on 08.01.2019. The interview will be held between 12.00 am to 2.30 pm on 08.01.2019.

The candidates should bring the duly filled in application form in duplicate as given in Annexure-II. The copies of the certificates and testimonials should be attached along with the application form. The original certificates should be produced for verification at the time of interview.

1. The recruitment is purely on temporary basis.
2. The duration is for 179 days and will be continued if the performance is satisfactory for up to another 179 days.
3. It can be terminated at any time if the Office Assistant is found to be negligent in his/her work.
4. The selected candidate will not be entitled to:
  - a. Benefits of the provident fund or LIC.
  - b. Medical facilities or reimbursements, if any, expenditure incurred for medical treatment.
  - c. Any kind of leave as applicable to the regular employees of the University.
  - d. Any residential accommodation.

Yours faithfully,  
  
Head & Drawing Officer,  
Agril & Hortl. Research Station  
Thirthahalli-577432  
Shivamogga Dist.

Copy to: Notice Board

**CS with a request to:** the PS to VC to bring to the notice of the Hon'ble Vice-Chancellor, UAHS, Shivamogga

CS for Kind information to:

1. The Director of Research, UAHS, Shivamogga/ UAS, GKVK, Bangalore / Dharwad / Raichur / UHS, Bagalkot.
2. The Registrar, Comptroller UAHS, Shivamogga.
3. Comptroller UAHS, Shivamogga.
3. Dean (Hort.) COH, Mudigere / Hiriyur / Dean (Agri.), Agriculture college. Navile, Shivamogga.
5. The Librarian, UAHS, Shivamogga with a request to notify this Notification in the Notice Board of the Library
6. Office file
7. All the selection Committee Members

## Annexure- I

**Post Name: Office Assistant**

1. **Eligible Qualification:** Any Degree from recognized University. A certificate in Computer Application is preferred.
2. **Experience:** Account maintenance in Government organization is preferred
3. **Nature of work:** Preparation of bills, Writing of cash books, Maintenance of stock ledger, Preparation of budget & expenditure statements, Reports preparation with Office 2000, Emails checking any other works assigned by the Higher Officer.
4. **Amount to be paid for contract work :** This contract work is for an amount of not more than Rs. 14,000/- per month

*M. Dami*  
**Head & Drawing Officer**  
**Head & Drawing Officer,**  
**Agril & Horti Research Station**  
**ARIKS, Thirthahalli.**  
**Thirthahalli-577432**  
**Shivamogga Dist.**

## Annexure II

Application format for furnishing bio-data at the time of interview

1.	Name				
2.	Father's name				
3.	Address (With Phone No. and e-mail ID)				
4.	Date of Birth				
5.	Gender				
6.	Marital status				
7.	Name of the post for which applied				
8.	Educational qualification with specialization	Sl. No.	Degree	Year of passing	CGPA/Class
9.	Experience including the period of work and the organization where he/she has worked (Enclose certificates)				
10.	Any other information				

**\*Strikeout whichever is not applicable**

**Date:**

**Signature of the candidate**