

OFFICE OF THE PRINCIPAL  
Z.H. COLLEGE OF ENGINEERING & TECHNOLOGY  
A.M.U., ALIGARH

D.No. 978 /PEC

Dated: 24.11.2017

**ADVERTISEMENT**

Applications are invited for the post of **Office Clerk (01-Temporary)** @ Rs.16,000/- per month (fixed) under MHRD-funded Project "Technical Education Quality Improvement Programme-III (TEQIP-III)" at Z.H. College of Engg. & Technology, A.M.U., Aligarh. The qualifications are as under:-

**1. Essential:**

- a) Intermediate (+2) or equivalent from a recognized Institution/Board with 2-3 years experience in Office work.

**2. Desirable:**

- a) The candidate should have knowledge of Computer especially M.S. Office.  
b) The candidate should have experience of Receive/Dispatch/Maintenance of Filing.

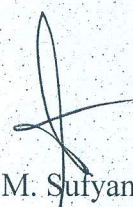
Interested persons, who are conversant with the above qualification and experience, may apply on plain paper (typed) with passport size photograph enclosing therewith attested copies of their certificates alongwith a Resume to the Office of the Principal, Z.H. College of Engg. & Technology, A.M.U., Aligarh **latest by 11.12.2017.**

**Instructions:**

1. Persons who are already in service should submit their application through proper channel otherwise application will not be entertained.
2. Incomplete application and those received late will not be entertained.
3. Candidates are requested to indicate their mobile number also.

**Distributions:**

1. Dean, F/o Engg. & Technology
2. All Chairmen of the Department of studies, ZHCET
3. Director Computer Centre
4. Coordinator, TEQIP-III Project, ZHCET
5. Hony. Incharge, Library & Book Bank, ZHCET
6. TPO (General)/ZHCET
7. Joint Registrar (Academic)/(Admin.-NT)
8. Joint Finance Officer (Grant)/(Accounts)/Budget
9. P.S. to Registrar/Finance Officer
10. Notice Boards/TEQIP File

  
(Prof. M.M. Sufyan Beg)  
Principal  
**PRINCIPAL**  
Z.H. College of Engg. & Tech.  
A.M.U., Aligarh