



**UNIVERSITY WOMEN'S POLYTECHNIC
FACULTY OF ENGINEERING & TECHNOLOGY
ALIGARH MUSLIM UNIVERSITY, ALIGARH.**

D. No. 28/WP

Dated: 2/1/15

Local Advertisement No.03-WP/2014-2015, dated 02.01.2015

Applications on prescribed form are invited for temporary appointment of Assistant Professor of Secretarial Practice (Secretarial Practice Section), University Women's Polytechnic, Faculty of Engineering & Technology, AMU, Aligarh for the academic session 2014-2015 on payment as per university rules. The appointment will be made on purely temporary basis liable to be terminated at any time without any notice or assignment of reason.

The Details of the Post and qualification are as under:

Assistant Professor (Secretarial Practice Section) in the University Women's Polytechnic:
NUMBER OF VACANCIES – 01

ESSENTIAL QUALIFICATION:

First Class Master's Degree in Commerce OR Economics having good knowledge of Shorthand, Word Processing and Computer Applications in the relevant field

Prescribed Application Forms may be obtained from the University Website of the Registrar, AMU, (www.amuregistrar.ac.in) and will be submitted in the office of the Principal, University Women's Polytechnic, AMU., Aligarh during working hours (9.00 am to 4.00 pm – on Fridays from 8.00 a.m. to 12.30 p.m.) on payment of Rs.150/- (The cost of Application Form and prescribed Fee is to be deposited in SBI - AMU Branch, Aligarh). **The last date for submission of Application forms is 10.01.2015.** Persons already in service should send their applications through proper channel otherwise their applications will not be entertained. Please enclose with application forms the attested copies of the testimonials, publications, degrees, mark sheets and any other relevant documents the applicant intends to submit in support of his/her candidature. Incomplete applications and those received after the last date will not be entertained.

Applicants are requested to indicate their mobile Numbers on the application form.

The date and time of interview shall be intimated as soon as possible.

(Mrs. Salma Shaheen)
Principal

DISTRIBUTIONS

1. All Deans of the Faculties / DSW.
2. Principal, Z.H. Engineering College.
3. Chairman, Department of Studies, Engg. College.
4. PRO with the request that to get the advisement published in the News Paper as per University rules in the light of DR (Selection Committee) Letter D.No. 2080/SC dated 23.12.2014 (copy enclosed).
5. Deputy Registrar (Executive) / (Admin-T).
6. Deputy Registrar (Selection Committee)
7. Secretary to VC / PVC for information of the Vice-Chancellor & Pro-Vice-Chancellor.
8. Sr. P.A. to Registrar for information of the Registrar.
9. Director, Computer Centre with the request to kindly upload it on the University Website.
10. Deputy Librarian, M.A. Library for display Notice Board of M.A. Library.
11. Deputy Finance Officer (Cash)
12. Notice Board.

(Mrs. Salma Shaheen)
Principal

University Women's Polytechnic
A.M.U., Aligarh (INDIA)