



## प्रोजेक्ट कोआर्डिनेशन यूनिट, यूपीडास्प, उ0प्र0

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विज्ञापन सं.-**४५५/४६जे.(प्रशा.) / डास्प / 2023(Vol-VIII)** दिनांक:- **१५/१०/२४**

### प्रतिनियुक्ति/आउटसोर्सिंग पर भर्ती हेतु विज्ञापन

पीसीयू यूपीडास्प मुख्यालय के प्रबन्धक (प्रशासन एवं कार्मिक), लेखाकार, निजी सचिव, कार्यालय अधीक्षक, उप प्रबन्धक (एम0आर्ड0एस0) / कम्प्यूटर ऑपरेटर, डाक प्रेषण लिपिक के 01-01 पद तथा इसकी जनपदीय इकाईयों के जिला परियोजना समन्वयक-6, सहायक लेखाधिकारी-14 रिक्त पदों को प्रतिनियुक्ति/आउटसोर्सिंग से भरे जाने हेतु दिनांक 30.10.2024 तक आवेदन आमंत्रित किए जाते हैं। रिक्त पदों व प्रारूप सहित विस्तृत विवरण [updasp.org](http://updasp.org) पर उपलब्ध है।

परियोजना समन्वयक



# प्रोजेक्ट कोआर्डिनेशन यूनिट, यूपीडास्प, उ०प्र०

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## प्रतिनियुक्ति / आउटसोर्सिंग पर भर्ती हेतु विज्ञापन

पीसीयू यूपीडास्प मुख्यालय के प्रबन्धक (प्रशासन एवं कार्मिक), लेखाकार, निजी सचिव, कार्यालय अधीक्षक, उप प्रबन्धक (एम०आई०एस०) / कम्प्यूटर ऑपरेटर, डाक प्रेषण लिपिक के 01-01 पद तथा इसकी जनपदीय इकाईयों के जिला परियोजना समन्वयक-6, सहायक लेखाधिकारी-14 के रिक्त पदों को भरे जाने हेतु दिनांक 30.10.2024 तक आवेदन आमंत्रित किए जाते हैं। रिक्त पदों व प्रारूप सहित विस्तृत विवरण [updasp.org](http://updasp.org) पर उपलब्ध हैं।

परियोजना समन्वयक

## Vacancy

### (अ) यूपीडास्प मुख्यालय :-

1-	<b>Name of the post</b>	-	<b>प्रबन्धक (प्रशासन एवं कार्मिक)</b>
	No. of Posts	-	01 (प्रतिनियुक्ति / आउटसोर्सिंग)
	Pay Scale	-	ग्रेड-पे 7600, वेतनमान 15600-39100
	Minimum Qualification	-	Postgraduate Degree with minimum 55 percent marks. Diploma in Business Administration /HRM is desirable. Should have preferably 15 years experience as Officer Incharge of Administration & Personnel affairs. Persons having knowledge of computer and experience of working in externally aided projects will be preferred.
2-	<b>Name of the post</b>	-	<b>निजी सचिव</b>
	No. of Posts	-	01 (प्रतिनियुक्ति / आउटसोर्सिंग)
	Pay Scale	-	ग्रेड-पे 4200, वेतनमान 9300-34800
	Minimum Qualification	-	Graduate Candidates should have at least 07 year working experience in the department or organization. Hindi and English Short Hand 80 words per Minute. Hindi and English Typing 40 words per minute. Candidate should have full knowledge of working on Computer.
3-	<b>Name of the post</b>	-	<b>लेखाकार</b>
	No. of Posts	-	01 (प्रतिनियुक्ति / आउटसोर्सिंग)
	Pay Scale	-	ग्रेड-पे 4200, वेतनमान 9300-34800
	Minimum Qualification	-	First Class or High Second Class (at least 55 percent marks) Graduate in Commerce, Familiarity with computerized double entry system of accounting, complete knowledge of finance & accounts works. Candidates should have preferably 07 years experience in the department or organization. Persons having knowledge of computer and experience of working in externally aided projects will be preferred.
4-	<b>Name of the post</b>	-	<b>कार्यालय अधीक्षक</b>
	No. of Posts	-	01 (प्रतिनियुक्ति / आउटसोर्सिंग)
	Pay Scale	-	ग्रेड-पे 4200, वेतनमान 9300-34800
	Minimum Qualification	-	Masters degree. Should possess preferably 10 years experience in the relevant of Administration and Personnel and experience of working in externally aided projects will be preferred.
5-	<b>Name of the post</b>	-	<b>उप प्रबन्धक (एम०आई०एस०) / कम्प्यूटर ऑपरेटर</b>
	No. of Posts	-	01 (प्रतिनियुक्ति / आउटसोर्सिंग)
	Pay Scale	-	ग्रेड-पे 4200, वेतनमान 9300-34800
	Minimum Qualification	-	Graduates in Computer Sciences/Post Graduate Diploma in Computer Science. Candidate should have at least 05 years of working experience in the Government/Semi Government or Organization. Person having working knowledge of Computer (MS office, FoxPro/ visual Basic, RDBMS(Sql. Server/oracle), Java ASP, Net and Other Web based Programs, ability to develop smaller module or application as per requirements, outlook and other mail clients) and experience of working in externally aided projects will be preferred
6-	<b>Name of the post</b>	-	<b>डाक प्रेषण लिपिक</b>
	No. of Posts	-	01 (प्रतिनियुक्ति / आउटसोर्सिंग)
	Pay Scale	-	ग्रेड-पे 2400, वेतनमान 5200-20200
	Minimum Qualification	-	Graduate Candidates should have at least 03 year working experience in the department or organization. Persons having knowledge of computer and experience of working in externally aided projects will be preferred.

**(ब) यूपीडास्प जनादीय इकाई :-**

1-	Name of the post	-	जिला परियोजना समन्वयक
	No. of Posts	-	06 (प्रतिनियुक्ति /आउटसोर्सिंग)
	Pay Scale	-	ग्रेड-पे 6600, वेतनमान 15600-39100
	Minimum Qualification	-	The Applicants should possess excellent academic record with Graduate/ Post Graduate Degree in Agriculture/ Horticulture/Food Processing/Animal Husbandry/Fisheries with minimum 55 percent marks. Preferably 05 years experience in respective areas. Having knowledge of Computer & experience of working in externally aided projects will be preferred.
2-	Name of the post	-	सहायक लेखाधिकारी
	No. of Posts	-	14 (प्रतिनियुक्ति /आउटसोर्सिंग)
	Pay Scale	-	ग्रेड-पे 4600, वेतनमान 9300-34800
	Minimum Qualification	-	Graduate/Post Graduate in Commerce with proven specialization of working in Accounts section of Government / Semi Government Departments/Organizations. Preferably 05 years experience. Having knowledge of computers & experience of working in externally aided projects will be preferred.

**Note:**

1. Name of “Post Applied For” must be clearly mentioned on the envelope..
2. The posts advertised are completely temporary in nature and have been created for the period for one year or Project period whichever is earlier. However, can be extended further as per rules prescribed by the Govt. of U.P.
3. The candidate if selected on Deputation, will be given protection of his/her salary drawn in the parent department.
4. Only those candidates working in the prescribed pay scale are eligible. One scale lower than prescribed scale or equivalent scale in different pay commission will be considered eligible for the prescribed post.
5. Maximum Age Limit for Deputation is 55 Years and maximum age limit for Outsourcing is 60 Years as on 31.03.2024 However, The Selection Committee reserves the right to relax the age essential/preferential qualification/experience as a Special case. Preference will be given to the deputation applicants.
6. Any allowances other than salary will be admissible to him/her as per the Project Coordination Unit, U.P DASP U.P. rules.
7. Candidate selected on deputation drawing lower pay scale will have no claim for higher scale in the project.
14. Only eligible candidates will be called for interview. Decision of Project Coordinator regarding eligibility/ineligibility of the candidates will be final.
8. Applicants must send their application form on the prescribed format duly filled. Required Self Attested copies of educational qualification experience certificate; NOC from present employer; 02 passport size recent photographs must be sent along with application form.
9. Complete application form on prescribed format must reach Manager (Admin. & Per.)/Dak Receipt Counter of **PROJECT COORDINATION UNIT, UPDASP, U.P., B-1 Block, 4<sup>th</sup> Floor Picup Bhawan, Vibhuti Khand, Gomti Nagar Lucknow-226010 (U.P.) by 05:00 PM on dated 30-10-2024 by Registered post.** No application will be entertained after the aforesaid date and time. Project office will not be responsible for any delay for any reason whatsoever.
10. The undersigned also reserves the right to cancel or reject any or all applications without assigning any reason thereof.
11. The number of vacancies shown in the above table can be altered/changed as per the current need of UPDASP.
12. All candidates must be proficient in Computers. They should also be proficient in reading, writing & speaking Hindi & English.

**Project Coordinator**

प्रतिनियुक्ति / आउटसोर्सिंग पर भर्ती हेतु बायोडाटा प्रारूप:

BIO-DATA

Name of the Post .....

Photograph

1. Name of Applicant : .....
2. Father's Name : .....
3. Date of Birth : ..... Age .....
4. Contact Details : .....
- Mailing Address : .....
- Telephone No. : .....
- Mobile No. : .....
- Email .....
- Personal details:.....
5. Present Designation .....
6. Parent Department .....
7. Head of Dept. & Address .....
8. Present Place of Posting .....
9. Nature of Employment : .....
10. Pay Scale : .....
11. No Objection Certificate .....
12. Category (SC/ST/OBC/GEN):.....
13. Computer Skills
  - MS Word (yes/No) : .....
  - MS Excel (yes/No) : .....
  - Internet (yes/No) : .....
  - other (give detail) : .....
14. Qualification : .....

Education Level	Name of Degree	University	Subjects	Year of Pass	% of Marks	Division/ Grade
Graduation						
Post Graduation						
Doctorate						

15. Other Qualifications: .....

16. a Experience (From beginning-till date) : .....

Sl. No	Name of Organisation	Designation	No. of yrs	Detail of period		Pay scale / Total Emoluments	Nature of work
				From	To		

16.b Experience

(i) Externally aided project :.....  
(ii) Others :.....  
Total years:.....

17. Any other relevant information : .....

18. Home District:.....

List of Enclosures:

(i) .....  
(ii) .....  
(iii) .....  
(iv) .....  
(v) .....

I hereby certify that above information given by me is true and complete and if found untrue or wrong, my candidature may be rejected.

Signature of Applicant