

**CENTRE FOR DEVELOPMENT STUDIES – APARD**  
**Rajendranagar, Hyderabad – 500 030.**

**Rc. No. 2245/B/CDS-APARD/2011 Date :27.01.2012**

Applications are invited from eligible candidates for the following position on contract basis to work in AMR-A.P. Academy of Rural Development.

I. Details :

<b>Position</b>	<b>Qualification &amp; Experience</b>	<b>Remuneration per month Rs.</b>	<b>Job Chart</b>
<b>Computer Operator cum Office Assistant</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• Graduation</li><li>• Skills in MS Office / Telugu DTP</li></ul> <b>Preferable:</b> <ul style="list-style-type: none"><li>• Work experience as Computer Operator in Government organizations.</li></ul>	6000/-	<ul style="list-style-type: none"><li>• Assisting in Conducting Training Programmes.</li><li>• Attending day to day office work including circulation of files.</li></ul>

II. Tenure : The post is purely temporary and contractual in nature. Contract will be issued for a fixed period which will be decided as per the capacities of the individual and work requirement.

III. Application : Format enclosed

IV. Last Date : Application duly filled in, should be sent to :  
The Joint Secretary, Centre for Development Studies  
– APARD, Rajendranagar, Hyderabad-500030, **duly superscribing on the envelope the post applied for.** **Applications not sent in above format are liable to be rejected.**

Application shall reach this office on or before 04-02-2012. Applications received late by CDS-APARD will not be considered.

Submission of application by a candidate shall not entitle her/him right for any post.

**VICE CHAIRMAN**  
**CDS-APARD**

## FORMAT FOR APPLICATION

Recent passport  
size photo duly  
attested by  
Gazetted Officer

Name of the post applied for :

1	Name in full (Block letters)	:				
2	Name of Father/Mother/Spouse	:				
3	Age (No. of years completed) (Copy of Date of Birth Certificate to be enclosed)	:				
4	Gender	:	Male / Female			
5	Community	:	SC, ST, BC-A, B, C, D, E & OC			
6	Educational Qualifications (Please write details of subject) Copies of educational qualification certificates to be enclosed	:				
7	Experience (Copies of experience certificates are to be enclosed)					
	Sl. No	Name of the Dept./Agency/NGO	Designation	Period of work (Specify dates below)		Major responsibilities
				From	To	
8	Address for communication (Please give full postal address with PIN code, Phone Number, E-mail ID & Mobile Number etc.)		:			

**Signature of Candidate**

**\* All copies of certificates mentioned above shall be attested by Gazetted Officer with Seal.**