

UNIVERSITY GRANTS COMMISSION
MALAVIYA MISSION TEACHER TRAINING CENTRE
(FORMERLY HUMAN RESOURCE DEVELOPMENT CENTRE)
KARNATAK UNIVERSITY, DHARWAD-580003
(University with Potential for Excellence)

Advertisement for Walk-in Interview for the post of Computer Assistant

UGC-Malaviya Mission Teachers Training Centre (MMTTC), Karnatak University, Dharwad intends to hold a Walk-in-Interview for the following temporary position:

Last Date to submit the application with necessary documents – 16.12.2025

Date of Walk-in interview – 19.12.2025 Time: 10.30 a.m.

Venue – Syndicate Hall, Karnatak University, Dharwad.

Table 1: Details of the position

Sl. No.	Particulars	Details
1.	Name of the Position	Computer Assistant
2.	Number of Positions	01 (One)
3.	Essential Qualification	<ul style="list-style-type: none"> Any Bachelor's Degree from a recognized University. Candidates with additional certifications in computer applications (e.g., DCA, PGDCA, or equivalent) will be preferred
4.	Consolidated Emoluments	Monthly consolidated honorarium of Rs. 30,000/-
5.	Nature of the post	Purely Temporary
6.	Tenure of appointment	As long as funds are granted by UGC-MMTTC, New Delhi
7.	Job Description:	Essential Skills and Competencies: <ul style="list-style-type: none"> Proficiency in computer operations, including MS Office (Word, Excel, PowerPoint), data entry, and file management. Ability to manage online and offline course-related activities, including uploading course materials, scheduling sessions, generating attendance, and preparing digital reports. Working knowledge of digital transactions, particularly handling PFMS accounts, online payments, and basic financial entries. Competence in preparing official documents, letters, notices, and reports with accuracy and good formatting. Ability to maintain records of training programmes, participant data, feedback forms, and documentation required by UGC-MMTTC.

		<ul style="list-style-type: none"> • Familiarity with email communication, drafting, and maintaining correspondence. • Basic troubleshooting skills for computers, printers, scanners, and internet connectivity • Ability to assist in organizing academic programmes, workshops, and training sessions conducted by MMTTC. • Skills in data compilation, documentation, and maintaining digital archives <p>Desirable Qualifications and Experience:</p> <ul style="list-style-type: none"> • Prior experience in UGC-HRDC or MMTTC will be given preference. • Knowledge of e-office, file movement, and digital file maintenance is desirable. • Experience in handling Learning Management Systems (LMS), webinar platforms (Zoom, Google Meet), and online registration portals. • Good communication skills, both written and verbal, for interacting with faculty, participants, and administrative staff. • Ability to work independently, maintain confidentiality, and deliver tasks within given timelines
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Note: Enclosed Filled Application with necessary documents may be sent to office email: mmttp.kudharwad23@gmail.com or may be sent by post to the above mentioned postal address

General Instructions to the applicants:

1.	Selected candidates shall not have claim on any regular position and shall not be bestowed any of the privileges like Housing, Medical Facility and Other benefits available to regular employees of the University.
2.	Applicants are advised to ensure, before appearing for the Selection Process, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from a recognized University/Institute. Eligibility in terms of qualification and experience of a candidate shall be considered as on the date of Selection Process.
3.	No TA/DA will be paid for attending the Selection Process.
4.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the Applicants.
5.	After joining the service, the person(s) will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the UGC-MMTTC applicable from time to time.
6.	The Centre shall verify the documents submitted by a person at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith, and legal action may be initiated against such candidates/employees.
7.	No interim correspondence whatsoever will be entertained from the candidates.
8.	Canvassing in any form or bringing in any influence political or otherwise will be a disqualification for the post.
9.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Centre shall be final.
10.	For a query related to the Selection Process, applicants may send an email to mmttp.kudharwad23@gmail.com However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.

Date: 06.12.2025

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APPLICATION FOR THE POST OF COMPUTER ASSISTANT

To,
The Director
UGC-Malaviya Mission Teacher Training
Centre Karnatak University,
Dharwad-580003.

Affix your recent
passport size photo.

Application will not
be entertained
without photograph

Sir,
Kindly consider my application for the post of Computer Assistant:

1. Name of the Applicant _____
(In Block Letters)

2. Date of Birth & Place _____

3. Gender: Male / Female Community: SC/ST/GM/Others _____

4. Educational Qualification: _____

5. Name of the Institution Studied: _____

6. Address for correspondence: _____

Pin Code: _____

7. Mobile Number: _____ Email Id: _____

8. Work Experience:

Declaration: The particulars which are given above are true to the best of my knowledge and belief.

Place:

Date:

Signature of the Applicant

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