



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 05 / 2024

Applications (through online only) are invited from eligible candidates for the posts of Registrar and other Non-Teaching positions. Details of the advertisement, other terms and conditions are available in the University website www.tezu.ernet.in. Last date for submission of filled-in applications through ONLINE portal is 15.05.2024 (Till 11.59 PM, IST).

Registrar (Acting)



तेजपुर विश्वविद्यालय

(एक केंद्रीय विश्वविद्यालय)

तेजपुर – 784028 असम

विज्ञापन संख्या. 05 / 2024

कुलसचिव और अन्य गैर शिक्षण पदों के लिए योग्य उम्मीदवारों से आवेदन (केवल ऑनलाइन) आमंत्रित किए जाते हैं। विस्तृत विज्ञापन, अन्य शर्तें एवं आवेदन प्रपत्र विश्वविद्यालय के वेबसाइट www.tezu.ernet.in में उपलब्ध हैं। ऑनलाइन पोर्टल के माध्यम से विधिवत भरे हुए आवेदन प्राप्त करने की अंतिम तिथि 15.05.2024 (रात्रि 11.59 बजे तक) है।

कुलसचिव (कार्यकारी)

Memo No.F.01-3/XVII(E)/4099

Date:14 .03.2024

Copy to:

1. All Deans / Heads of all Departments / Centres, Tezpur University, for circulation in their departments.
2. Finance Officer, Tezpur University, for information.
3. Secretary to the Vice-Chancellor, Tezpur University, for kind information of the Vice Chancellor.
4. Vigilance Officer, Tezpur University.
5. Joint Registrar (Adm)/Asstt. Registrar (Adm)/Asstt. Director (OL) / Section Officer (SCT Cell), Tezpur University.
6. **Public Relations and Information Officer, Tezpur University**, with a request to make necessary arrangement for publication of the above advertisement as below:
 - A) Through **Bureau of Public Outreach (erstwhile DAVP)**: ENGLISH version of the above advertisement in (i) **Hindustan Times, New Delhi**, (ii) **The Hindu, Chennai**, (iii) **The Telegraph, Kolkata**, (iv) **The Times of India, Mumbai**, (v) **The Assam Tribune, Guwahati**, (iii) **Amar Asom, Guwahati** (Assamese Vernacular daily).
 - B) Through **University News**: Both English & Hindi versions.
 - C) On **Employment News** (English version) and **Rozgar Samachar** (Hindi Version),The above advertisement is to be published in one immediate issue using most reasonable spaces and **bills are to be submitted along with two (02) sets of original paper-cuts.**
7. Webmaster, Tezpur University, with a request to float the advertisement and other details attached herewith in the University Website.
8. Director, Doordarshan Kendra, Guwahati, with a request to telecast as local announcement.
9. Station Director, All India Radio, Guwahati, with a request to broadcast as local announcement.
10. Secretary, Dept. of Secondary & Higher Education, Ministry of HRD, Government of India, Shastri Bhavan, New Delhi-110 115.
11. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.
12. Secretary, Personnel Department, Ministry of Personnel & Training, Govt. of India, New Delhi-110001.
13. Chairperson, National Commission for Backward Classes, Government of India, Trikot-1, Bhikaji Cama Place, New Delhi - 110 066.
14. Chairperson, National Commission for Scheduled Castes, Government of India, 5th Floor, 'A' Wing, Loknayak Bhawan, Khan Market, New Delhi-110003.
15. Chairperson, National Commission for Scheduled Tribes, Government of India, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
16. Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110001.
17. Registrars of all Indian Universities/IITs.
18. Assistant Director of Employment, District Employment Exchange, Sonitpur, Tezpur.
19. Tezpur University Notice Boards / Concerned files.

Registrar (Acting)
Tezpur University



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Applications through ONLINE portal can be submitted from	28.03.2024 (09.00 AM)
Last date of submission of filled-in applications through ONLINE portal	15.05.2024 (Till 11.59 PM, IST)
Last date of submission of duly signed hard copy of the online application along with supporting documents	25.05.2024

Applications through ONLINE mode only (link: <https://tezunt.samarth.edu.in> ; please type the link in your browser and press ENTER key) are invited from eligible candidates for the following posts:

PART-A: Details of the post(s), number of post(s), pay bands, age limit and reservations

Sl. No.	Post(s), No. of Post(s), Department / Office	Classification of Posts	Pay Level (7 th CPC)	Age Limit (in years)	Reservation
1.	Registrar (01) (Administration)	Group-A (Statutory and Tenure Post)	Level 14 with Rationalised Entry Pay of Rs. 1,44,200/- as per 7th CPC Pay Matrix (Pre-revised PB-4: Rs. 37,400-67,000/- plus GP of Rs. 10,000/-)	Preferably below 57 years	UR
2.	Internal Audit Officer (01) (on Deputation) (Administration)	Group-A	Level-12 with rationalized entry Pay of Rs. 78,800/- (Pre-revised PB-3: Rs. 15,600-39,100/- + Grade Pay: Rs. 7,600/-)	Not exceeding 56 years	UR
3.	Deputy Registrar (01) (Administration)	Group-A	Level-12 with rationalized entry Pay of Rs. 78,800/- (Pre-revised PB-3: Rs. 15,600-39,100/- + Grade Pay: Rs. 7,600/-)	Not exceeding 50 years	UR
4.	Assistant Registrar (04) (Administration)	Group-A	Level-10 with rationalized entry Pay of Rs. 56,100/- (Pre-revised PB-3: Rs. 15,600-39,100/- + Grade Pay: Rs. 5,400/-)	Not exceeding 40 years	3-UR 1-OBC
5.	Assistant (01) (Administration)	Group-B	Level-6 with rationalized entry Pay of Rs. 35,400/- (Pre-revised PB-2: Rs. 9,300-34,800/- + Grade Pay: Rs. 4,200/-)	Not exceeding 35 years	UR
6.	Laboratory Assistant (01) (Dept. of Physics)	Group-C	Level-4 with rationalized entry Pay of Rs. 25,500/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 2,400/-)	Not exceeding 32 years	OBC
7.	Junior Accountant (02) (Administration)	Group-C	Level-4 with rationalized entry Pay of Rs. 25,500/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 2,400/-)	Not exceeding 32 years	UR
8.	Upper Division Clerk (01) (Administration)	Group-C	Level-4 with rationalized entry Pay of Rs. 25,500/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 2,400/-)	Not exceeding 32 years	UR
9.	Lower Division Clerk (06) (Administration)	Group-C	Level-2 with rationalized entry Pay of Rs. 19,900/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 1,900/-)	Not exceeding 32 years	5-UR 1-OBC
10.	Multi-Tasking Staff (05) (Administration)	Group-C	Level-1 with rationalized entry Pay of Rs. 18,000/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 1,800/-)	Not exceeding 32 years	2-EWS 3-UR

ABBREVIATIONS: UR-unreserved, OBC-Other Backward Classes (Non Creamy Layer), SC-Scheduled Caste, ST-Scheduled Tribe, PWD-Persons With Disability, EWS-Economically Weaker Sections

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PART-B: Details of the minimum educational qualification(s), experience, etc.

Sl. No.	Post(s), Department / Office, No. of Post(s), Reservation	Minimum educational qualification, desirable qualification / experience, etc.
1.	Registrar (01) (Administration)	<p>1) A Master's degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2) At least fifteen (15) years of experience as Assistant Professor in the Academic Level 11 (<i>Pre-revised PB-3: Rs. 15,600-39,100/- plus AGP of Rs. 7,000/-</i>) and above or with 8 years of service in the Academic Level 12 (<i>Pre-revised PB-3: Rs. 15,600-39,100/- plus AGP of Rs. 8,000/-</i>) and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and / or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar or an equivalent post.</p> <p>NOTE:</p> <p>i) The candidate will be appointed on Direct Recruitment / Deputation basis for a tenure of 5 years or till attaining the age of superannuation, i.e. 62 years, whichever is earlier.</p> <p>ii) For Deputation, candidates holding analogous post or with eight years' experience at Pay level-12 and having qualification and experience as indicated above, shall be eligible.</p>
2.	Internal Audit Officer (01) (on Deputation) (Administration)	<p>Officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p style="text-align: center;">OR</p> <p>With three (03) years regular service in Level-11 or equivalent in the area of Audit and Accounts in any Govt. Department / Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>With five (05) years regular service in Level-10 or equivalent in the area of Audit and Accounts in any Govt. Department / Autonomous Bodies.</p>
3.	Deputy Registrar (01) (Administration)	<p>i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) Five (05) years of experience as Assistant Registrar or in equivalent post in the Pay Level-10 and above.</p>
4.	Assistant Registrar (04) (Administration)	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

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PART-B: Details of the minimum educational qualification(s), experience, etc.

Sl. No.	Post(s), Department / Office, No. of Post(s), Reservation	Minimum educational qualification, desirable qualification / experience, etc.
5.	Assistant (01) (Administration)	i) A Bachelors' Degree in any discipline from any recognized institute / University. ii) Three (03) years' experience as UDC or equivalent in the Level-4 in Central / State Govt. / University / PSU and other Central / State Autonomous Bodies or equivalent pay package in any reputed private companies / bank with annual turnover of at least Rs. 200 Crores or more. iii) Proficiency in typing, computer application, noting and drafting.
6.	Laboratory Assistant (01) (Dept. of Physics)	Bachelor's degree (in Physics) with minimum two years of working and maintenance experience of sophisticated scientific instruments in the Laboratory. The experience should be in University / Research Establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs. 200/- Crores or more.
7.	Junior Accountant (02) (Administration)	i) A Bachelors' Degree in any discipline from any recognized institute / University. ii) Two (02) years' experience as Lower Division Clerk or equivalent posts in University / Research Establishment / Central / State Govt. / PSUs / Autonomous Bodies or equivalent pay package in any reputed private companies / corporate banks with annual turnover of at least Rs. 200 Crores or more. iii) Speed in English typing @35 WPM or Speed in Hindi typing @30 WPM iv) Proficiency in computer operations.
8.	Upper Division Clerk (01) (Administration)	i) A Bachelors' Degree in any discipline from any recognized institute / University. ii) Two (02) years' experience as Lower Division Clerk or equivalent posts in University / Research Establishment / Central / State Govt. / PSUs / Autonomous Bodies or equivalent pay package in any reputed private companies / corporate banks with annual turnover of at least Rs. 200 Crores or more. iii) Speed in English typing @35 WPM or Speed in Hindi typing @30 WPM iv) Proficiency in computer operations.
9.	Lower Division Clerk (06) (Administration)	i) A Bachelors' Degree in any discipline from any recognized institute / University. ii) Speed in English typing @35 WPM or Speed in Hindi typing @30 WPM (35 WPM and 30 WPM correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each work). iii) Proficiency in computer operations.
10.	Multi-Tasking Staff (05) (Administration)	10 th pass from a recognized Board OR ITI pass.

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IMPORTANT NOTES

NOTE (1)	The above pay bands carry other allowances admissible as per Government of India rules.
NOTE (2)	With regard to age limit, the crucial / reckoning date shall be the last date of receipt of applications as mentioned in the advertisement.
NOTE (3)	The post of Internal Audit Officer shall be filled up on Deputation for a maximum period of three (3) years. The deputation shall be on the standard terms of deputation contained in DoP&T O.M. No. 2/29/91-Estt.(Pay.II) Dated 05.01.1994 as amended from time to time [<i>read with DoP&T O.M. No. 6/8/2009-Estt.(Pay.II) Dated 17.06.2010</i>].
NOTE (4)	Age prescribed as above is for general category applicants. Relaxation of upper age limit shall be admissible as below: i) Up to 5 years for Government servants in accordance with the instructions or orders issued by the Central Government (for all Group-A & B level posts). ii) For departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government. iii) Up to 5 years for applicants belonging to Scheduled Castes & Scheduled Tribes and 3 years for applicants belonging to OBC (Non-Creamy Layer) for such reserved post(s), if any, in addition to relaxations at (i) & (ii) above, wherever applicable. iv) Up to 10 years for Persons with Disability (PWD) in addition to relaxations at (i), (ii) & (iii) above, wherever applicable. v) The age relaxation as above shall not be admissible for the applicants (SC/ST/OBC) against the unreserved (UR) post(s). However, this will be admissible to candidates belonging to PWD categories. vi) Further, age relaxation (in addition to relaxations as above) may also be considered for internal candidates (working in Tezpur University in various capacities on temporary employees with pay scale under different Govt. of India / UGC Schemes). vii) Age relaxation as provided by Govt. of India to all other categories of citizens such as Ex-serviceman, etc. shall also be admissible.
NOTE (5)	As per the Government of India's latest orders, Personal Interview for all positions except for Group-A has been discontinued at Tezpur University w.e.f. 01.01.2016. Accordingly, the merit of the candidates will be determined according to the requirements of qualification(s), etc., as prescribed in the advertisement and written test / skill test (where required) as per the provisions of DoPT, Government of India, Rules. Accordingly, details of Personal Interview and / or Written Test / Skill Test / overall evaluation shall be notified in due course.
NOTE (6)	Recruitment for all the posts as advertised here shall be subject to the provisions under the Ordinance No. 33 (Tezpur University Cadre Recruitment Rules for Non-teaching and Other Academic Posts 2022) and approval of the Ministry of Education / UGC.

Application Fee:

A non-refundable application fee of **Rs. 1,000/-** (Rupees one thousand only) **for the post of Registrar and 500/-** (Rupees five hundred only) **for the other posts.** SC/ST/PWD categories are exempted. **Mode of payment:** Through online bank transfer, for which details are as below:

Account Name: Tezpur University Recurring

Savings Bank Account No. 37854250831

IFS Code: SBIN0014259

Bank Name & Branch: State Bank of India, Tezpur University Branch, Napaam, Tezpur-784028, Assam

Applicants must submit copy of the e-generated receipt of the payment along with the hard copy of the application.

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Mere fulfilment of minimum eligibility criteria shall **not entitle** a person for consideration. The decision of the Screening Committee(s) for short-listing of candidates shall be final and binding. The University reserves the right to fill up or not to fill up any of the vacancies.

After submission of the ONLINE application in the portal, a **duly signed hard copy** (pdf) of the completed application(s) must be submitted to **“The Registrar, Tezpur University, Tezpur-784 028, Assam”** along with all necessary enclosures including the proof of submission of application fee and “No Objection Certificate (NOC)”, wherever applicable, **by the last date as specified at Page No.2**. The envelope containing the application should be superscribed **“Application for the post of ... (name of the post), Advt. No. 05 /2024”**.

Candidate(s) willing to apply for more than one post shall submit separate applications and fees.

Application(s) received after the last date or incomplete in any form or without the application fee **shall be summarily rejected**. Those in employment must submit ‘No Objection Certificate’ from the concerned employer. However, one may send a copy of the application as **“ADVANCE COPY”** within the closing date. In such a case, the original application forwarded by the employer and / or the “NOC” should reach the undersigned within ten (10) days from the last date of submission of applications.

Registrar (Acting)
Tezpur University

Memo No.F.01-3/XVII(E)/4099

Date: 14.03.2024