



# TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

## ADVERTISEMENT NO. 13 / 2013

Applications in the **prescribed form** 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)	Pay Band & Grade Pay	Age Limit	Reservation(s)
1.	Internal Audit Officer (on Deputation) (1)	PB-3: Rs. 15,600-39,100/- <i>plus</i> Grade Pay: Rs. 7,600/-	Not exceeding 55 Years	UR
2.	Assistant Registrar (1)	PB-3: Rs. 15,600-39,100/- <i>plus</i> Grade Pay: Rs. 5,400/-	Not exceeding 40 Years	UR
3.	Upper Division Clerk (2+2*)	PB-1: Rs. 5,200-20,200/- <i>plus</i> Grade Pay: Rs. 2,400/-	Not exceeding 27 Years	1 UR, 1 SC + (1 UR + 1 SC)*
4.	Electrician – cum- Linesman (1)	PB-1: Rs. 5,200-20,200/- <i>plus</i> Grade Pay: Rs. 2,400/-	Not exceeding 27 Years	UR
5.	Lower Division Clerk (1+2*)	PB-1: Rs. 5,200-20,200/- <i>plus</i> Grade Pay: Rs. 1,900/-	Not exceeding 27 Years	1 UR + (1 UR + 1 ST)*

#### \* Anticipated vacancies

**NOTE (1):** The above pay bands carry other allowances admissible as per Government of India rules.

**NOTE (2):** Besides normal age relaxation for the reserved categories (*5 years for SCs/STs, 3 years for OBCs, 10 years for PWD*) , Ex-serviceman and in-service personnel as per Government of India rules, further age relaxation to an otherwise qualified candidate including general category candidates shall also be considered depending upon experience and other added/ higher qualification(s) / experiences.

**NOTE (3):** With regard to age limit, the crucial / reckoning date shall be the last date of receipt of applications as mentioned in the advertisement.

**NOTE (4):** Candidate(s) belonging to OBC (including MOBC) category shall submit a valid “**Non Creamy Layer**” certificate from the appropriate authority, failing which such candidate(s) shall not be considered as reserved category (OBC) candidates for the purpose of age concession as admissible to them and they shall be treated as General category candidates.

**NOTE (5):** Number of post(s) may vary due to sanction of new post(s) or dynamic vacancies.

**NOTE (6):** **The post of Internal Audit Officer shall be filled up on Deputation for a maximum period of five (5) 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 ammended from time to time [*read with with DoP&T O.M. No. 6/8/2009-Estt.(Pay.II) Dated 17.06.2010*].

**Abbreviations:** UR-Unreserved, OBC-Other Backward Classes (including More Other Backward Classes), SC-Scheduled Caste, ST-Scheduled Tribe, PWD-Persons with Disability, HH-Hearing Handicapped, VH-Visually Handicapped, OH-Orthopaedically Handicapped

*Contd. to Page-2*



# TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

(Page-2)

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

Sl. No.	Post(s), No. of Post(s)	Minimum educational qualification, desirable qualification / experience, etc.
1.	Internal Audit Officer (on Deputation) (1)	Officers holding analogous posts on regular basis <i>or</i> with five (05) years' regular service in the scale of pay of Rs. 10,000-325-15,200/- (pre-revised) / Rs. 15,600-39,100/- (PB-3) <i>plus</i> Grade Pay of Rs. 6,600/- from the Central / State Govt., Universities and other autonomous organizations.
2.	Assistant Registrar (1)	Good academic record with a Master's Degree having at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale. <b>Desirable:</b> Experience in Central / State Govt., PSU, Autonomous Bodies holding analogous posts or a post in the pay scale of Rs. 6500-10500/- (Pre-revised) / PB-2: Rs. 9300-34800/- + GP of Rs. 4600/- (revised), or above.
3.	Upper Division Clerk (2+2*)	10+2 pass with eight (8) years of service as Lower Division Clerk or equivalent position in any Govt. / Semi Govt. / Autonomous Body, preferably in Universities / Institutions of Higher Education  <b>OR</b> Graduate in any discipline. <b>Desirable:</b> Working Knowledge of computer (to be supported by documentary evidence).
4.	Electrician – cum- Linesman (01)	1) Diploma from ITI in Electrical Trade. 2) Minimum two (02) years' experience in the line in a Govt. / Semi Govt. / Autonomous organisation.
5.	Lower Division Clerk (1+2*)	1) 12th Class pass or equivalent qualification from a recognised Board or University. 2) Should possess diploma from Govt. / Govt. approved institute in type writing having a minimum speed of 35 words per minute in English or a minimum speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word).

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 or to increase the number of posts, as required.

Completed applications in the prescribed format along with necessary enclosures are to reach “**The Registrar, Tezpur University, Tezpur-784 028**” **on or before 21.10.2013**. The envelope containing the application should be superscribed “**Application for the post of ... (name of the post)**”. **A non-refundable application fee of Rs. 200/-** (Exempted for SC/ST/PWD) in the form of **Demand Draft only** drawn on any nationalised bank in favour of **The Registrar, Tezpur University**, payable at Tezpur, must be submitted along with the application. The Demand Draft should not have been drawn before the date of issue of this advertisement. Candidates shall write their names and the post applied for on the reverse of the Bank Draft.

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 shall apply through proper channel or 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 should reach the undersigned within ten (10) days from the last date of receipt of applications.

**LAST DATE OF RECEIPT OF APPLICATION is 21.10.2013.**

Registrar  
Tezpur University

**Memo No.F.13-3/X/2000(E)/2846-A**

**Date: 23.09.2013**

(Detailed advertisement for publication through TU website)