



**TEZPUR UNIVERSITY**  
(A Central University)  
Napaam, Tezpur – 784 028 (ASSAM)

**ADVERTISEMENT NO. 01 / 2011**

Applications in the **prescribed pro-forma** 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 / Centre	Pay Band & Grade Pay	Age Limit	Reservation(s)
1.	Hindi Officer (01) (Administration)	PB-3: Rs. 15,600-39,100/- Grade Pay: Rs. 5400/-	Not exceeding 40 Years	UR
2.	Hindi Translator (01) (Administration)	PB-2: Rs. 9,300-34,800/- Grade Pay: Rs. 4200/-	Not exceeding 30 Years	OBC
3.	Hindi Typist (01) (Administration)	PB-1: Rs. 5,200-20,200/- Grade Pay: Rs. 1900/-	Not exceeding 25 Years	UR
4.	Lower Division Clerk (02) (Administration)	PB-1: Rs. 5,200-20,200/- Grade Pay: Rs. 1900/-	Not exceeding 25 Years	OBC

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

**NOTE (2):** **Age Relaxation:** Five years for the employees of Central Govt. / State Govt. / Universities and Autonomous Organisations. For the candidates belonging to SC/ST/OBC/PWD, age relaxation is as per rules of Govt. of India. Besides normal age relaxation for the reserved categories, Ex-serviceman and in-service personnel as per Govt. 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).

**NOTE (3):** With regard to age limit, the crucial / calculating 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 must submit a valid “**Non Creamy Layer**” certificate from the appropriate authority, failing which such candidate(s) will not be considered as reserved category (OBC) candidate(s).

**Abbreviations:** UR-Unreserved, OBC-Other Backward Classes (including More Other Backward Classes), SC-Scheduled Caste, ST-Scheduled Tribe, PWD-Persons with Disability.

**PART-B**

**[Details of the educational qualification(s), experience, etc.]**

Sl. No.	Post(s), No. of Post(s), Reservation & Department / Centre / Office	Minimum educational qualification, desirable qualification / experience, etc.
1.	Hindi Officer (01; UR) (Administration)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1) Post Graduate /equivalent Degree in Hindi from any recognised university with at least 55% of marks or equivalent grade and English as a subject at Degree level.</li> <li>2) Technical Terminological work in Hindi and five (05) years experience in translation from English to Hindi and Hindi to English, where importance shall be given on the works of technical and scientific literature</li> </ol> <p align="center">OR</p> <p>Five (05) years experience in teaching, research, writings or journalism in Hindi.</p> <p><b>Desirable:</b> Knowledge of Sanskrit or any Indian Language</p>

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Sl. No.	Post(s), No. of Post(s), Reservation & Department / Centre / Office	Minimum educational qualification, desirable qualification / experience, etc.
2.	Hindi Translator (01; OBC) (Administration)	<b>Essential:</b> 1) Post Graduate Degree in English / Hindi from any recognised university and English / Hindi as a compulsory / optional subject at Degree level or as a medium of examination. 2) Recognised Diploma / Certificate in Translation from Hindi to English and English to Hindi <p style="text-align: center;">OR</p> Two (02) years experience in translation works in Hindi to English and English to Hindi in any office of Central / State Govt. or autonomous organisation. <b>Desirable:</b> Knowledge of Sanskrit or any Indian Language
3.	Hindi Typist (01; UR) (Administration)	1) 12 <sup>th</sup> Class pass from any recognised School / Board. 2) Speed in Hindi Typing: 30 words per minute on computer (30 words per minute correspond to 9000 KDPH on an average of 5 key depressions for each word).
4.	Lower Division Clerk (02; OBC) (Administration)	1) 12 <sup>th</sup> Class pass or equivalent qualification from a recognised Board or University. 2) Should possess diploma in type writing in English with a minimum speed of 35 words per minute <i>or</i> in Hindi with a minimum speed of 30 words per minute 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).

It is to be noted that mere fulfilment of minimum eligibility criteria shall not entitle a person for consideration. The decision of the Screening Committee(s) appointed for the purpose of short-listing candidates from amongst the applications received, will 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.

Prescribed application proforma and other details are available in the university website [www.tezu.ernet.in](http://www.tezu.ernet.in). Completed applications in the prescribed pro-forma along with necessary enclosures are to reach “**The Registrar, Tezpur University, Napaam-784 028**” **on or before 15.03.2011**. 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 be drawn before the date of issue of this advertisement and should remain valid at least for six months. Candidates must 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 must submit separate application and fee, if any, for each post.

Application(s) received after the last date [due to postal delay or any other reason(s) thereof] or incomplete in any form or without the application fee, shall be summarily rejected. Those in employment must apply through proper channel or submit ‘No Objection Certificate’ from the concerned employer. However, they may send a copy of the application as **ADVANCE COPY** to be followed by the original one through proper channel.

**LAST DATE OF RECEIPT OF APPLICATION is 15.03.2011.**

Sd/- Registrar  
Tezpur University

**Memo No.F.13-3/IX/2000(E)/6704-A**

**Date: 17.02.2011**