



TEZPUR UNIVERSITY

(A Central University)
Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 01 / 2019

Applications (through online only) are invited from eligible candidates for the posts of (1) Internal Audit Officer (Deputation), (2) Medical Officer, (3) Sports Officer, (4) Technical Assistants, (5) Laboratory Assistant, (6) Laboratory Attendant, (7) Library Attendant, (8) Upper Division Clerks and (9) Hindi Typist. 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 13.03.2019 (Till 11.59 PM, IST).

Registrar



तेजपुर विश्वविद्यालय
(एक केंद्रीय विश्वविद्यालय)
तेजपुर – 784028 असम

विज्ञापन संख्या. 01 / 2019

(1) आंतरिक लेखा-परीक्षा अधिकारी (प्रतिनियुक्ति), (2) चिकित्सा अधिकारी (3) खेलकूद अधिकारी, (4) तकनीकी सहायक, (5) प्रयोगशाला सहायक, (6) प्रयोगशाला परिचर, (7) पुस्तकालय परिचर, (8) प्रवर श्रेणी लिपिक, (9) हिंदी टंकक 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 13.03.2019 (रात्रि 11.59 बजे तक) है।

कुलसचिव

Memo No.F.01-3/XIV(E)/ 4446-A

Date: 08.02.2019

Copy to:

- (a) Pro Vice Chancellor, (b) All Deans, Tezpur University, for information.
- Heads of all Departments, Tezpur University, for information and circulation in their departments.
- Finance Officer, Tezpur University, for information.
- Secretary to the Vice-Chancellor, Tezpur University, for kind information of the Vice Chancellor.
- Assistant Registrar (SCT Cell) / Hindi Officer / Vigilance Officer, Tezpur University.
- Public Relations and Information Officer, Tezpur University**, with a request to make necessary arrangement for publication of the above advertisement as below:
 - Through **Bureau of Public Outreach (erstwhile DAVP)**: ENGLISH version of the above advertisement in (i) **The Times of India (NE Issue)**, (ii) **The Assam Tribune**, Guwahati, (iii) **Amar Asom**, Guwahati (Assamese Vernacular daily).
 - Through **University News**: Both English & Hindi versions.
 - 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.**
- Webmaster, Tezpur University, with a request to float the advertisement and other details attached herewith in the University Website.
- Director, Doordarshan Kendra, Guwahati, with a request to telecast as local announcement.
- Station Director, All India Radio, Guwahati, with a request to broadcast as local announcement.
- Secretary, Dept. of Secondary & Higher Education, Ministry of HRD, Government of India, Shastri Bhavan, New Delhi-110 115.
- Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.
- Secretary, Personnel Department, Ministry of Personnel & Training, Govt. of India, New Delhi-110001.
- Chairperson, National Commission for Backward Classes, Government of India, Trikoot-1, Bhikaji Cama Place, New Delhi - 110 066.
- Chairperson, National Commission for Scheduled Castes, Government of India, 5th Floor, 'A' Wing, Loknayak Bhawan, Khan Market, New Delhi-110003.
- Chairperson, National Commission for Scheduled Tribes, Government of India, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
- Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110001.
- Registrars of all Indian Universities/IITs.
- Assistant Director of Employment, District Employment Exchange, Sonitpur, Tezpur.
- Tezpur University Notice Boards / Concerned files.

Registrar

Tezpur University



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 01 / 2019

Applications through ONLINE portal can be submitted from	12.02.2019 (09.00 AM)
Last date of submission of filled-in applications through ONLINE portal	13.03.2019 (Till 11.59 PM, IST)
Last date of submission of duly signed hard copy of the online application along with supporting documents	20.03.2019

Applications **through ONLINE mode only** (available in our ONLINE Recruitment Portal) 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)	Reser- vation
1.	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 50	UR
2.	Medical Officer (01) (Health Centre)	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 35 (Pl. see note below)	UR
3.	Sports Officer (01) (Administration)	Group-B	Level-7 with rationalized entry Pay of Rs. 44,900/- (Pre-revised PB-2: Rs. 9,300-34,800/- + Grade Pay: Rs. 4,600/-)	Not exceeding 35	UR
4.	Technical Assistant (01) (Education)	Group-C	Level-5 with rationalized entry Pay of Rs. 29,200/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 2,800/-)	Between 18 – 27 years	SC
5.	Technical Assistant (01) (Computer Centre)	Group-C	Level-5 with rationalized entry Pay of Rs. 29,200/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 2,800/-)	Between 18 – 27 years	UR
6.	Laboratory Assistant (01) (Education)	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/-)	Between 18 – 27 years	UR
7.	Upper Division Clerk (02 + 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/-)	Between 18 – 27 years	1-UR 2-ST*
8.	Hindi Typist (01)* (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/-)	Between 18 – 27 years	UR
9.	Laboratory Attendant (01) (Education)	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/-)	Between 18 – 27 years	UR
10.	Library Attendant (01) (Education)	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/-)	Between 18 – 27 years	OBC

* Please see Note 7 below.

ABBREVIATIONS: OBC-Other Backward Classes (Non Creamy Layer), SC-Scheduled Caste, ST-Scheduled Tribe, PWD-Persons With Disability.

Contd.



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 01 / 2019

NOTE (1)	: The above pay bands carry other allowances admissible as per Government of India rules.
NOTE (2)	: A relaxation of 5% shall be admissible to the SC and ST applicants for the posts reserved for them where any percentage (%) of marks is prescribed as the minimum requirement of eligibility.
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)	: 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 amended from time to time [read with DoP&T O.M. No. 6/8/2009-Estt.(Pay.II) Dated 17.06.2010].
NOTE (5)	: 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) For the post of Medical Officer , maximum age limit will be 40 years for those having PG qualification as detailed under Part-B. vii) Further, suitable age relaxation (in addition to relaxations as above) may also be considered for internal candidates (working in Tezpur University in various capacities on temporary / contract basis) as a special case.
NOTE (6)	: 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 (7)	: One post of Upper Division Clerk at Sl. No. 7 (Reserved for ST) and the post of Hindi Typist at Sl. No. 8 (Unreserved) stated at Page No. 2 are lien vacancies at the moment.
Application Fee	: A non-refundable application fee of Rs. 500/- (Rupees five hundred only) (Exempted for SC/ST/PWD categories) in the form of Demand Draft only drawn on any nationalised bank in favour of The Registrar, Tezpur University , payable at Tezpur (Tezpur University Branch in case of State Bank of India), must be submitted along with the application. <u>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.</u> Application fee can also be paid through online bank transfer, for which details are provided in the Online Recruitment Portal. In such a case, the applicant shall have to furnish the proof of the same along with the hard copy of the application.

Contd.



TEZPUR UNIVERSITY

(A Central University)
Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 01 / 2019

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.	Internal Audit Officer (on Deputation) (Administration) (01-UR)	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/- (5 th CPC) / Rs. 15,600-39,100/- (PB-3) <i>plus</i> Grade Pay of Rs. 6,600/- (6 th CPC) / Level-11 with rationalized entry Pay of Rs. 67,700/- from the Central / State Govt., Universities and other autonomous organizations. [Please refer to NOTE (4) at pre-page]
2.	Medical Officer (Health Centre) (01-UR)	Essential: MBBS degree from any Indian university recognised by Medical Council of India. Desirable: M.D. in Medicine. <i>Preference will be given to persons working in reputed hospital/Nursing Home with at least two years' experience.</i> [Please refer to NOTE (5)(vi) at pre-page]
3.	Sports Officer (Administration) (01-UR)	Essential: Bachelor's degree in Physical Education (3 years' B.P.E. / 4 years' B.P.Ed.) / B.Sc. in Physical Education (3 years') / B.P.Ed. (2 years' course after graduation) / equivalent degree from UGC recognized University/Institution with a minimum 60% marks or equivalent grade point average with relevant experience of three (03) years after the qualifying degree. Desirable: a) Diploma in Sports Coaching from Sports Authority of India (SAI), NIS Patiala / Bangalore / Kolkata in any of the games of Football, Cricket, Hockey, Basketball, Volleyball, Handball, Badminton. b) Record of having represented the University at the Inter-University competitions or State or National or International championship(s).
4.	Technical Assistant (Education) (01 - SC)	Essential: 1) Three (03) years' Engineering Diploma in Computer Science & Engineering / Electronics from an AICTE recognized University / College / Institution. OR B. Sc. degree in Computer Science / Computer Science & Engineering or Bachelor's Degree in Computer Application (BCA) from any recognised Indian University / College / Institution. OR B. Sc. degree in any subject followed by D OEACC 'A' level / Post Graduate Diploma in Computer Application (PGDCA) from any recognised University / College / Institution. 2) Two (02) years' experience in handling installation / maintenance / configuration of hardware / software for computer, peripherals devices and network equipment. Desirable: Candidates with similar experience in University / College or similar organisation will be preferred.
	Technical Assistant (Computer Centre) (01 - UR)	Same as above.

B

Contd.



TEZPUR UNIVERSITY

(A Central University)
Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 01 / 2019

Sl. No.	Post(s), Department / Office, No. of Post(s), Reservation	Minimum educational qualification, desirable qualification / experience, etc.
5.	Laboratory Assistant (Education) (01 - UR)	Essential: Bachelor of Arts with major in Education / Psychology. Desirable: i) Candidate of Master of Arts (Education / Psychology) will be preferred. ii) Experience of working in Psychological laboratory in any College / University / Educational Institute.
6.	Upper Division Clerk (Administration) (03 – 1-UR; 2-ST)	Essential: A Bachelor's degree from any recognized university. Desirable: Working knowledge of computer.
7.	Hindi Typist (Administration) (01 - UR)	(i) 12 th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 25 w.p.m. in Hindi on manual typewriter Or A typing speed of 30 w.p.m. in Hindi on computer. [30 w.p.m. correspond to 9000 Key Depression Per Hour (KDPH) respectively on an average of 5 key depression for each word].
8.	Laboratory Attendant (Education) (01 - UR)	Essential: 10 th Standard pass. Desirable: Experience of working in any laboratory of a college / university.
9.	Library Attendant (Education) (01 - OBC)	Essential: 10 th Standard pass. Desirable: Certificate course in Library Science or experience in any college library.

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.

The duly signed hard copy (pdf) of the completed application(s) submitted through ONLINE portal must reach “**The Registrar, Tezpur University, Tezpur-784 028**” **on or before 20.03.2019** along with all necessary enclosures including the Demand Draft in original / proof of online submission of application fee and “No Objection Certificate (NOC)”, wherever applicable. The envelope containing the application should be superscribed “**Application for the post of ... (name of the post) against Advt. No. 01 /2019**”.

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
Tezpur University

Memo No.F.01-3/XIV(E)/ 4446-A

Date: 08.02.2019