



**ADVERTISEMENT NO. 02 / 2012**

Applications in the *prescribed forms* are invited from eligible candidates for (1) **one post of Associate Professor, Department of Hindi**, (2) **one post of Deputy Librarian** and (3) **one post of Hindi Translator** as per the details given below:

**A) FOR THE POST OF ASSOCIATE PROFESSOR, HINDI:**

Post & Department	No. of Post	Pay Band & Grade Pay	Reservation
Associate Professor (Department of Hindi)	01	PB-4: ₹ 37,400-67,000/- <i>plus Academic Grade Pay of ₹ 9,000/-</i>	Unreserved

**Essential Educational and other qualifications:**

- (i) Good academic record with a Ph.D. Degree in the concerned / allied / relevant disciplines.
- (ii) A Master's Degree **in Hindi** with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- (iii) A minimum of eight years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and / or research / policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulation 2010 in Appendix III.

**IMPORTANT NOTES**  
**[FOR THE POST OF ASSOCIATE PROFESSOR]**

(Please read carefully)

- Note (i)** : *The qualifications and other conditions prescribed in the advertisement are subject to the regulation / norms stipulated by the MHRD / UGC, as the case may be, from time to time.*
- Note (ii)** : If a class / division is not awarded at Masters level, minimum of 60% marks in aggregate shall be considered equivalent to First Class / Division. If a grade point system is adopted, the CGPA will be converted into equivalent marks as per the conversion table / formula specified by the concerned university.
- Note (iii)** : **The screening of applications, and final selection shall be in accordance with the prevailing UGC guidelines / rules / regulations.**
- Note (iv)** : All degrees and research works must be in the relevant area for which the post is advertised.
- Note (v)** : (i) A relaxation of 5% of marks is provided at the Master's level for the SC/ST/PWD category, for appointment as Assistant Professor.  
(ii) A relaxation of 5% of marks is provided to the Ph.D. Degree holders who have passed their Master's Degree prior to 19<sup>th</sup> September 1991.  
(iii) Grade "B" in the UGC-7 point scale with letter grades, O, A, B, C, D, E & F at the Master's level shall be regarded as equivalent to 55% of the marks wherever the grading system is followed.
- Note (vi)** : Excellent academic background, high quality publications, potential to get research funding from Government agencies and industries, appropriate academic & professional activities undertaken and a good innovative teaching record will be some of the important criteria for the selection of faculty members.

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

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- Note (vii)** : Ability to carry out interdisciplinary teaching and research will be considered a plus point.
- Note (viii)** : Appointed teachers may be assigned other academic or administrative responsibilities in addition to their regular teaching and research activities.
- Note (ix)** : At present, the UGC and the University rules require the following Teaching Load per week: Assistant Professor up to 16 hours, Associate Professor and Professor up to 14 hours. Teacher should also be prepared to teach all the basic courses in their subjects and related areas which may not necessarily be their specializations.
- Note (x)** : Candidates applying for this position of Associate Professor shall submit their list of publications and reprints of three major publications along with the application.
- Note (xi)** : All the candidates called for interview shall bring their API scores on **Performance Based Appraisal System** in the format developed by the respective University / college as prescribed by UGC as given in **Part-C of the Application Form**.

**B) FOR THE POSTS OF DEPUTY LIBRARIAN and HINDI TRANSLATOR:**

Post	No. of Post	Pay Band & Grade Pay	Age Limit	Reservation
Deputy Librarian* (Central Library)	01	PB-3: ₹ 15,600-39,100/- <i>plus</i> Academic Grade Pay: ₹ 8,000/-	Not exceeding 45 Years	Unreserved
Hindi Translator (Administration)	01	PB-2: ₹ 9,300-34,800/- <i>plus</i> Grade Pay: ₹ 4200/-	Not exceeding 30 Years	OBC**

\* Anticipated Vacancy

\*\* Backlog Vacancy

**Essential Educational and other qualifications:**

Post	Essential Educational and other qualifications
Deputy Librarian (Central Library)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1) A Master's Degree in Library Science / Information Science / Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</li> <li>2) Five years experience as an Assistant University Librarian / College Librarian.</li> <li>3) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</li> </ol> <p><b>Desirable:</b> An M. Phil. / Ph. D. Degree in Library Science / Information Science / Documentation / Archives and manuscript-keeping / computerization of library.</p>
Hindi Translator (Administration)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2) Recognised Diploma / Certificate in Translation from Hindi to English and English to Hindi</li> </ol> <p style="text-align: center;"><b>OR</b></p> <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.</p> <p><b>Desirable:</b> Knowledge of Sanskrit or any Indian Language</p>

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- 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/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 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:** SC-Scheduled Caste, OBC-Other Backward Classes (including More Other Backward Classes), PWD-Persons with Disability.

**Those who applied earlier for the post of Hindi Translator against the Advertisement No. 04/2011 need not apply again. However, they may send up-dated information, if any.**

**IMPORTANT INFORMATION**  
(For all the positions under ‘A’ and ‘B’)  
(Please read carefully)

1. The Applicant must ensure that he / she fulfils the eligibility conditions for the post.
2. Candidates, already in service in India, should send their applications through proper channel. An advance copy may be sent directly, if necessary. However, in such cases the candidates called for interview will have to submit original applications duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear before the selection committee.
3. A candidate, who has applied earlier informally and sent his/her bio-data/academic vita earlier to the Vice-Chancellor or any other competent authority of the University, must apply following the above procedures.
4. Applications received after the stipulated date or found incomplete in any respect will not be entertained and no further correspondence will be made in this regard
5. Candidates are urged to provide as much details of their academic accomplishments as possible by attaching self certified copies of certificates, testimonials, brief write up on awards / honours / research achievements and citations index on their publications.
6. Candidates must enclose details of their professional ambitions, research they would like to carry out in next five years, minimum requirements to initiate research work in the area of their current interest. This typewritten statement should not exceed two pages.
7. Candidates should enclose photocopies of certificates as evidence of age, educational qualifications, experience etc.
8. Candidates are advised not to enclose copies of papers which have been submitted or which have not yet been published or have not been accepted for publication. These will not be entertained.
9. For SC/ST/PWD candidates, relaxations will be given as per the Govt. of India norms.
10. The University follows the Central Government list in the case of OBCs. Candidates claiming OBC should submit appropriate Certificate in the prescribed format. BC/MBC/SEBC certificates will be considered as OBC only if they submit appropriate certificate prescribed by the Government of India. Those who have failed to submit the required OBC Certificate will be treated as General Category, subject to fulfilment of other conditions

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11. The relaxation and concessions to the candidates applying for the reserved category posts will be provided as per Rules of Govt. of India.
12. The University reserves the right to fill the post or otherwise. The University also reserves the right to offer temporary or contractual appointments against the advertised post.
13. The University reserves the right to offer a lower rank position against a higher rank position depending on the suitability of the candidate.
14. The University reserves the right to consider a candidate in absentia as per ordinance of the University.
15. The actual number of post may increase or decrease depending on the circumstances.
16. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed in the advertisement after a screening process through a duly constituted committee.
17. It will be open to the University to consider names of suitable candidates who may not have applied. Nominations of highly qualified candidates from very well established academics will also be considered. The University reserves the right to relax minimum qualifications marginally in case of otherwise highly qualified candidates.
18. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
19. It may be noted that there is a scarcity of accommodation in the University campus. Therefore, the University may not be able to provide accommodation in the campus immediately.
20. Canvassing in any form will disqualify the candidates.
21. All Certificates, Degrees and other documents must be produced in original at the time of interview, if called for the same. Failure to produce these may result in not interviewing the candidate.
22. Candidates should submit the application form in the prescribed format along with the necessary enclosures as mentioned above. Application other than in **prescribed forms** will not be entertained.
23. It is not possible to send individual acknowledgements. Those who want acknowledgement may send their applications by registered post with acknowledgement card / self addressed post card.
24. It is again emphasized that an application not strictly prepared as per instructions given above will be summarily rejected.
25. The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.
26. **The University offers appointment with a validity period of thirty (30) days. Applicant, if selected and appointed, should be ready to join within the stipulated time as given in the appointment order. However, University reserves the right to consider for extension of time for joining beyond thirty (30) days on valid reason.**
27. **Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication. If short-listed, all communications regarding interview, etc. will be made preferably through e-mail besides notifying on the University Website.**
28. **A completed application should have the following:**
  - a. *Duly filled-in application form in original which is to be downloaded from the University website.*
  - b. *Forwarding from the employer, if employed.*
  - c. *One true copy of the Birth Certificate.*
  - d. *One true copy of SC/ST/OBC/PWD Certificate, if applicable.*
  - e. *One true copy of NET/GATE or equivalent Certificate, if required.*
  - f. *One true copy of all academic Certificates and Degrees.*

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- g. *One true copy of all certificates indicating extent and duration of professional experience.*
- h. *One true copy of any other supporting documents.*
- i. *Copies of reprints of publications as mentioned above.*
- j. *A set of 3 names of referees along with their postal address, email address, fax number, office and residence telephone numbers, if available.*
- k. *Any other document or documents as specified in the above notes/instructions.*
- l. *Any additional documents to support your candidature.*

**29. Completed applications with all the required enclosures as stated above should be submitted to The Registrar, Tezpur University, Napaam, Tezpur – 784 028, Assam, India.**

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 14.03.2012.** The envelope containing the application should be superscribed “**Application for the post of ... (name of the post)**”. **A non-refundable application fee of ₹ 500/- for the post of Associate Professor and ₹ 200/- for the posts of Deputy Librarian and Hindi Translator** (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.

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 for all the Positions is 14.03.2012.**

Sd/- Registrar  
Tezpur University

**Memo No.F.13-3/X/2000(E)/5214-A**

**Date: 16.02.2012**