ADVERTISEMENT NO. 03 / 2012

Applications in the **prescribed format** 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.	Information Scientist (01)* (Central Library)	PB-3: ₹ 15,600-39,100/- *plus* Academic Grade Pay: ₹ 6,000/-	Not exceeding 40 Years	OBC
2.	Assistant Librarian (01)** (Central Library)	PB-3: ₹ 15,600-39,100/- *plus* Academic Grade Pay: ₹ 6,000/-	Not exceeding 40 Years	SC
3.	System Analyst (01) (Dept. of Mathematical Sciences)	PB-3: ₹ 15,600-39,100/- *plus* Academic Grade Pay: ₹ 6,000/-	Not exceeding 40 Years	UR
4.	Sports Officer (01) (Administration)	PB-2: ₹ 9,300-34,800/- *plus* Grade Pay: ₹ 4,600/-	Not exceeding 30 Years	UR
5.	Upper Division Clerk (01) (Administration)	PB-1: ₹ 5,200-20,200/- *plus* Grade Pay: ₹ 2,400/-	Not exceeding 27 Years	OBC
6.	Stenographer Grade – III (01)* (Administration)	PB-1: ₹ 5,200-20,200/- *plus* Grade Pay: ₹ 2,400/-	Not exceeding 27 Years	UR
7.	Laboratory Assistant (01) (Dept. of Food Engineering Technology)	PB-1: ₹ 5,200-20,200/- *plus* Grade Pay: ₹ 2,000/-	Not exceeding 27 Years	UR

* Anticipated vacancies   **** Backlog reserved vacancy**   ***** Relaxation as per Note (2) below**

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, 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 an up-to-date "**Non Creamy Layer**" certificate from the appropriate authority, failing which such candidate(s) shall not be considered as reserved category (OBC) candidate(s).

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

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

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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.	Information Scientist (01-OBC)* (Central Library)	1) Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record *with* Post Graduate Diploma in Computer Application (PGDCA). 2) Qualifying in NET / SLET / SET. 3) However, candidates with Ph. D. degree in accordance with the *"University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009"*, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
2.	Assistant Librarian (01-SC)** (Central Library)	1) Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record *with* knowledge of computerization of library. 2) Qualifying in NET / SLET / SET. 3) However, candidates with Ph. D. degree in accordance with the *"University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009"*, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
3.	System Analyst (01-UR) (Dept. of Mathematical Sciences)	**Essential:** 1) M. Sc. or equivalent degree from any recognised university in the field of Computer Science / Mathematics / Statistics with a minimum of 55% of marks (or an equivalent grade in a point scale wherever grading system is followed). 2) Qualifying in NET / SLET / SET. 3) However, candidates with Ph. D. degree in accordance with the "*University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009"*, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET. **Desirable:** i) Knowledge of operating systems such as Linux, MS-Windows, NT and experience of networking. ii) Good mathematical background with knowledge in mathematical software and experience in training students, researchers in various mathematical and similar application software.
4.	Sports Officer (01-UR) (Administration)	1) Bachelor's degree in any discipline, *preferably* in Physical Education. 2) At least five (05) years experience (supported by relevant documents) in organising and conducting national level sports.
5.	Upper Division Clerk (01-OBC) (Administration)	10+2 pass with eight (8) years of service as Lower Division Clerk in any Govt. / Semi Govt. / Autonomous Body, preferably in an University / Institution of Higher Education **OR** Graduate in any discipline. **Desirable:** Working Knowledge of computer (to be supported by documentary evidence).

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Sl. No.	Post(s), No. of Post(s), Reservation & Department / Centre / Office	Minimum educational qualification, desirable qualification / experience, etc.
6.	Stenographer Grade-III (01-UR)* (Administration)	(i) 10+2 pass or equivalent. (ii) Diploma in Stenography from Government / Government approved institution with a speed of 80 words per minute. (iii) Proven working knowledge of computer.
7.	Laboratory Assistant (01-UR) (Department of Food Engineering Technology)	10+2 pass in Science with **Chemistry** as a subject and two (2) years experience in similar job in a college / university / food industry / food testing lab. **Desirable:** Candidates with experience in handling sophisticated analytical equipments related to food analysis may be preferred.

Where percentage is not awarded, the equivalent grade appropriately calculated shall be applicable. Besides normal relaxation in respect of minimum qualification and / or experience for the reserved categories, Ex-serviceman and in-service personnel as per Govt. of India rules, further relaxation to an otherwise qualified candidate(s) with exceptional merit may also be considered.

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**" <u>on or before 29.06.2012.</u> The envelope containing the application should be superscribed "**Application for the post of … (**name of the post)". **A non-refundable application fee of ₹ 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. <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>.

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.

<u>LAST DATE OF RECEIPT OF APPLICATION is 29.06.2012.</u>

Sd/- Registrar
Tezpur University

Memo No.F.13-3/X/2000(E)/*1024-A*   **Date: 05.06.2012**

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