



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 04 / 2012

WALK-IN-INTERVIEW

The University needs one Receptionist and one Lower Division Clerk purely on contract basis, for a period of eleven (11) months, on fixed pay as per the details below:

Qualification and other requirements:

(1) For the post of Receptionist:	(2) For the post of Lower Division Clerk:
a) Graduate in any discipline (preferably in English medium) from a recognised University having Assamese and Hindi as subjects at least at the 10 th standard. b) Diploma / Certificate in Computer Applications. c) Fluency in speaking Assamese, Hindi & English. d) Only female candidates shall be considered for this post.	a) 12 th Class pass or equivalent qualification from a recognised Board or University. b) Should possess diploma in type writing in English with a minimum speed of 35 words per minute or 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). c) The post is reserved for OBC candidates for which the candidates shall have to produce up-to-date Non-Creamy Layer certificate at the time of interview/appointment.

Age Limit (for both the posts): **Not exceeding 27 years.** Besides the normal relaxation as per Government of India rules, further age relaxation to an otherwise qualified candidate including general category candidate shall also be considered depending upon experience and other added qualification(s) / experiences.

Salary: For the post of Receptionist - not exceeding ₹ 14,000/- per month (fixed)
For the post of Lower Division Clerk - not exceeding ₹ 12,000/- per month (fixed)

Interested candidates with bio-data (in the **FORMAT** given below) and testimonials (in original) may appear before a Selection Committee on **17.08.2012** at 10.00 AM in the **Administration Building**, Tezpur University. No TA/DA will be paid for appearing at the interview.

Sd/- Registrar
Tezpur University

Memo No.F.13-3/X/2000(E)/2084-A

Date: 06.08.2012



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

**Bio-data of candidate(s) for the post of
Against Advertisement No. 04/2012, Tezpur University**

Please Paste here
a passport size
photo and sign
across it.

1.	Full Name of the Candidate (in CAPITAL letters)	:	
2.	Father's / Mother's Name	:	
3.	Complete Permanent Address (including PIN Code)	:	
4.	Phone No.	:	
5.	Sex (Male / Female)	:	
6.	Caste (SC/ST/OBC/MOBC/PWD/Gen)	:	
7.	(a) Date of Birth (As per HSLC certificate)	:	
	(b) Age as on 01.01.2012	:	
8.	Religion	:	
9.	Educational Qualification	:	<i>(please give details of all the examinations passed including technical / other qualifications, if any, starting from 10th Standard onwards in the table given below)</i>

Examinations Passed	Year of Passing	Division	% of Marks	Name of the Board / University / Institution

10.	Experience, if any:
-----	---------------------

I hereby declare that all the information stated above are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Date:

Signature of the applicant

Place:

Name in full: