



# TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

## ADVERTISEMENT NO. 04 / 2016

Applications in the *prescribed form* are invited from eligible candidates for the posts of (1) Internal Audit Officer (Deputation), (2) Deputy Director (Training & Placement), (3) Public Relations & Information Officer, (4) Technical Assistant (Computer Centre), (5) Library Assistant (Central Library), (6) Laboratory Assistants (for Departments of Food Engineering & Technology and Chemical Sciences), and (7) Machine Operator (Department of Electronics & Communication Engineering). Details of the advertisement, other terms and conditions and the application form are available in the University website [www.tezu.ernet.in](http://www.tezu.ernet.in). **Last date** for receipt of filled-in application is **22.04.2016**.

Registrar



तेजपुर विश्वविद्यालय

(एक केंद्रीय विश्वविद्यालय)

तेजपुर – 784028 असम

## विज्ञापन संख्या. 04 / 2016

(1) आंतरिक लेखा परीक्षा अधिकारी (प्रतिनियुक्ति), (2) उप निदेशक (प्रशिक्षण व स्थानन), (3) जन संपर्क व सूचना अधिकारी, (4) तकनीकी सहायक (कंप्यूटर केंद्र), (5) पुस्तकालय सहायक (केंद्रीय पुस्तकालय), (6) प्रयोगशाला सहायक (खाद्य अभियांत्रिकी व प्रौद्योगिकी विभाग और रसायन विज्ञान विभाग के लिए) और (7) मशीन ऑपरेटर (इलेक्ट्रॉनिकी व संचार अभियांत्रिकी विभाग) पदों के लिए योग्य उम्मीदवारों से निर्धारित प्रपत्र में आवेदन आमंत्रित किए जाते हैं। विस्तृत विज्ञापन, अन्य शर्तें एवं आवेदन प्रपत्र विश्वविद्यालय के वेबसाइट [www.tezu.ernet.in](http://www.tezu.ernet.in) में उपलब्ध हैं। विधिवत भरे हुए आवेदन प्राप्त करने की अंतिम तिथि **22.04.2016** है।

कुल सचिव

Memo No.F.01-3/XII(E)/ 5262-A

Date: 23.03.2016

### Copy to:

1. Pro Vice Chancellor, Tezpur University, for information.
2. All Deans, Tezpur University, for information.
3. Heads of all Departments, Tezpur University, for information and circulation in their departments.
4. Finance Officer, Tezpur University, for information.
5. Secretary to the Vice-Chancellor, Tezpur University, for kind information of the Vice Chancellor.
6. Assistant Registrar (SC/ST Cell) / Hindi Officer / Vigilance Officer, Tezpur University.
7. **M/S Arihant Advertising Agency, SRCB Road, Panbazar, Guwahati-781 001 (Fax: 0361-2543416; e-mail: [arihant02@yahoo.com](mailto:arihant02@yahoo.com)), with a request to publish ENGLISH version of the above advertisement in one issue of (i) The Times of India, New Delhi, (ii) The Assam Tribune, Guwahati, and HINDI version in the Navbharat Times using most reasonable spaces.**
8. Joint Director (Advertising), Directorate of Advertising and Visual Publicity, Sookhna Bhawan, Phase - V, CGO Complex, Lodhi Road, New Delhi-110003, with a request to publish the ENGLISH VERSION of the above advertisement in one issue of the (i) Employment News (English), New Delhi, and the HINDI VERSION of the above advertisement in one issue of the Rozgar Samachar at the earliest, using most reasonable space. You are also requested to submit the bills to the undersigned for necessary payment.
9. Webmaster, Tezpur University, with a request to float the advertisement and other details attached herewith in the University Website.
10. Director, Doordarshan Kendra, Guwahati, with a request to telecast as local announcement.
11. Station Director, All India Radio, Guwahati, with a request to broadcast as local announcement.
12. Secretary, Dept. of Secondary & Higher Education, Ministry of HRD, Government of India, Shastri Bhavan, New Delhi-110 115.
13. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.
14. Secretary, Personnel Department, Ministry of Personnel & Training, Govt. of India, New Delhi-110001.
15. Chairperson, National Commission for Backward Classes, Government of India, Trikot-I, Bhikaji Cama Place, New Delhi - 110 066.
16. Chairperson, National Commission for Scheduled Castes, Government of India, 5th Floor, 'A' Wing, Loknayak Bhawan, Khan Market, New Delhi-110003.
17. Chairperson, National Commission for Scheduled Tribes, Government of India, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
18. Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi - 110001.
19. Registrars of all Indian Universities/IITs.
20. Assistant Director of Employment, District Employment Exchange, Sonitpur, Tezpur.
21. Tezpur University Notice Boards / Concerned files.

  
Registrar

Tezpur University

[Contact Nos. 03712-267004 (Registrar) / Fax: 03712-267005]

Abridged advertisement for publication through DAVP (newspapers)





# TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

## ADVERTISEMENT NO. 04 / 2016

Applications in the prescribed form 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 Band & Grade Pay	Age Limit	Reservation
1.	Internal Audit Officer (01) (on Deputation) (Administration)	Group-A	PB-3: Rs. 15,600-39,100/- <i>plus</i> Grade Pay: Rs. 7,600/-	Not exceeding 55 Years	UR
2.	Deputy Director (01) (Training & Placement) (Administration)	Group-A	PB-3: Rs. 15,600-39,100/- <i>plus</i> Grade Pay: Rs. 7,600/-	Not exceeding 45 Years	UR
3.	Public Relations and Information Officer (01) (Administration)	Group-A	PB-3: Rs. 15,600-39,100/- <i>plus</i> Grade Pay: Rs. 5,400/-	Not exceeding 40 Years (Pl. See Note-3&4 below)	SC (Pl. See Note-1 below)
4.	Technical Assistant (01) (Computer Centre)	Group-C	PB-1: Rs. 5,200-20,200/- <i>plus</i> Grade Pay: Rs. 2,800/-	Not exceeding 27 Years	UR
5.	Laboratory Assistant (01) (Chemical Sciences)	Group-C	PB-1: Rs. 5,200-20,200/- <i>plus</i> Grade Pay: Rs. 2,400/-	Not exceeding 27 Years	UR
6.	Laboratory Assistant (01) (Food Engineering & Technology)	Group-C	PB-1: Rs. 5,200-20,200/- <i>plus</i> Grade Pay: Rs. 2,400/-	Not exceeding 27 Years	UR
7.	Library Assistant (01) (Central Library)	Group-C	PB-1: Rs. 5,200-20,200/- <i>plus</i> Grade Pay: Rs. 2,000/-	Not exceeding 27 Years	UR
8.	Machine Operator (01) (Electronics & Communication Engineering)	Group-C	PB-1: Rs. 5,200-20,200/- <i>plus</i> Grade Pay: Rs. 1,900/-	Not exceeding 27 Years (Pl. See Note-3&4 below)	SC (Pl. See Note-1 below)

**NOTE (1):** Posts at Sl. 3 & 8 are **backlog reserved** vacancies.

**NOTE (2):** The above pay bands carry other allowances admissible as per Government of India rules.

**NOTE (3):** A relaxation of 5% shall be admissible to the SC applicants for the posts reserved for SC where any percentage (%) of marks is prescribed as the minimum requirement of eligibility.

**NOTE (4):** **Age prescribed as above is for general category applicants. Relaxation of upper age limit by 5 years for the SC candidates for the posts reserved for SC** and relaxation for the Ex-serviceman and in-service personnel will be admissible as per Government of India rules.

**NOTE (5):** With regard to age limit, the crucial / reckoning date shall be the last date of receipt of applications as mentioned in the advertisement.

**NOTE (6):** Number of post(s) may vary due to sanction of new post(s) or dynamic vacancies.

**NOTE (7):** **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 (8):** **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 skill test (where required) as per the provisions of DoPT, Government of India, Rules.

**Abbreviations:** UR-Unreserved, SC-Scheduled Caste

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**PART-B: Details of the educational qualification(s), experience, etc.**

Sl. No.	Post(s), No. of Post(s), Department / Office, Reservation	Minimum educational qualification, desirable qualification / experience, etc.
1.	Internal Audit Officer (01) (on Deputation) (Administration) (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/- (pre-revised) / Rs. 15,600-39,100/- (PB-3) <i>plus</i> Grade Pay of Rs. 6,600/- from the Central / State Govt., Universities and other autonomous organizations.  (Please refer to <b>NOTE (7)</b> at pre-page)
2.	Deputy Director (Training & Placement) (01) (Administration) (UR)	<b>Essential:</b> 1. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale. 2. At least five (05) years of experience in Training & Placement activities or relevant field(s) in a major institution / industry.  <b>Desirable:</b> Candidates with the following background will be preferred - 1) Engineering background 2) M. Phil. / Ph.D. Degree 3) Longer result-oriented experience in Training & Placement activities in a university/academic institution/industry at a supervisory level (not below the rank of an Assistant Professor / Assistant Registrar in PB-3 with AGP of Rs. 6,000/- or GP of Rs. 5,400/-).  <b>NOTE:</b> <i>The requirement of 55% of the marks will not be insisted upon for candidates who are already in the university system, but the minimum marks in such cases shall be at least 50% of the marks or its equivalent grade.</i>
3.	Public Relations and Information Officer (01) (Administration) (SC – Backlog)	1) Master's Degree with Public Relations / Mass Communication as specialization having at least 55% of marks <i>or</i> its equivalent grade. 2) At least three (03) years' experience in PR related works in institutions / industry of repute with proficiency in ICT, Hindi, English and good command over local languages.  <b>Desirable:</b> Knowledge/experience of information management, documentation and dealing with foreign students / delegates.
4.	Technical Assistant (01) (Computer Centre) (UR)	Three (03) year Diploma in Computer Science / Electronics Engineering  <b>OR</b> B. Sc. Degree followed by DOEACC 'A' level <i>with</i> two (2) years experience.
5.	Laboratory Assistant (01) (Chemical Sciences) (UR)	10+2 pass in Science with <b>Chemistry</b> as a subject and two (2) years experience in similar job in a college or university laboratory. <u>Candidates with higher qualification / experience will be preferred.</u>
6.	Laboratory Assistant (01) (Food Engineering & Technology) (UR)	Post-matriculation 02 year Certificate / 03 year Diploma in Food Processing / Chemical Technology, offered by Govt. recognized institutions  <b>OR</b> Post 10+2 Diploma in Food Processing / Chemical Technology, offered by Govt. recognized institutions.  <b>Desirable:</b> Applicants with experience in food industries (operation and maintenance) may be preferred.

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Sl. No.	Post(s), No. of Post(s), Department / Office, Reservation	Minimum educational qualification, desirable qualification / experience, etc.
7.	Library Assistant (01) (Central Library) (UR)	(i) 10+2 standard passed (ii) Certificate course in Library Science <i>with</i> three (03) years experience in automated University / College library. <b>OR</b> Bachelor's degree in Library Science from a recognized University. <b>Desirable:</b> Knowledge of computer application with Library software and automation.
8.	Machine Operator (01) (Electronics & Communication Engineering) (SC - Backlog)	HSLC with ITI pass in Machinist / Turner trade, capable of working in a workshop and should be able to operate Lathe, Milling, Welding machine, etc.

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 22.04.2016**. 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 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.

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.

**LAST DATE OF RECEIPT OF APPLICATION is 22.04.2016.**

  
Registrar  
Tezpur University