



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

ADVERTISEMENT NO. 04 / 2023

Applications (**through online only**) are invited from eligible candidates for the post of **Registrar**. Detailed advertisement is available in the University website www.tezu.ernet.in. Last date **for submission of filled-in applications through ONLINE portal is 31.03.2023 (Till 11.59 PM, IST)**.

Registrar



तेजपुर विश्वविद्यालय
(एक केंद्रीय विश्वविद्यालय)
तेजपुर – 784028 असम

विज्ञापन संख्या. 04 / 2023

कुलसचिव के पद के लिए योग्य उम्मीदवारों से आवेदन (केवल ऑनलाइन) आमंत्रित किए जाते हैं। विस्तृत विज्ञापन विश्वविद्यालय के वेबसाइट www.tezu.ernet.in में उपलब्ध है। ऑनलाइन पोर्टल के माध्यम से विधिवत भरे हुए आवेदन को जमा करने की अंतिम तिथि **31.03.2023 (रात 11.59 बजे तक)** है।

कुलसचिव

Memo No.F.01-3/XVII(E)/3561-A

Date: **13 . 02 . 2023**

Copy to:

1. All Deans, Tezpur University, for information.
2. Heads of all Departments, Tezpur University, for information and circulation in their departments.
3. Finance Officer, Tezpur University, for information.
4. Secretary to the Vice-Chancellor, Tezpur University, for kind information of the Vice Chancellor.
5. Joint Registrar (GA) / Assistant Registrar (GA) / Assistant Registrar (SC/ST Cell) / Hindi Officer / Vigilance Officer, Tezpur University.
6. **Public Relations and Information Officer, Tezpur University**, with a request to make necessary arrangement for publication of the above advertisement as below:
 - A) Through **Bureau of Public Outreach (erstwhile DAVP): ENGLISH** version of the above advertisement in (i) **Hindustan Times, Delhi**, (ii) **The Hindu, Chennai**, (iii) **The Telegraph, Kolkata**, (iv) **Times of India, Mumbai**, (v) **Amar Asom, Guwahati** (Assamese Vernacular daily), (iv) **The Assam Tribune, Guwahati**;
 - B) Through **University News: Both English & Hindi versions**.
 - C) 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.**

7. Webmaster, Tezpur University, with a request to float the advertisement and other details attached herewith in the University Website.
8. Director, Doordarshan Kendra, Guwahati, with a request to telecast as local announcement.
9. Station Director, All India Radio, Guwahati, with a request to broadcast as local announcement.
10. Secretary, Dept. of Higher Education, Ministry of HRD, Government of India, Shastri Bhavan, New Delhi-110 115.
11. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.
12. Secretary, Personnel Department, Ministry of Personnel & Training, Govt. of India, New Delhi-110001.
13. *Chairperson, National Commission for Backward Classes, Government of India, Trikot-I, Bhikaji Cama Place, New Delhi - 110 066.*
14. *Chairperson, National Commission for Scheduled Castes, Government of India, 5th Floor, 'A' Wing, Loknayak Bhawan, Khan Market, New Delhi-110003.*
15. *Chairperson, National Commission for Scheduled Tribes, Government of India, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.*
16. *Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110001.*
17. Registrars of all Indian Universities/IITs / NITs.
18. Assistant Director of Employment, District Employment Exchange, Sonitpur, Tezpur.
19. Tezpur University Notice Boards / Concerned files.

Registrar
Tezpur University



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Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 04 / 2023

Last date of submission of filled-in applications through ONLINE portal: 31.03.2023 (Till 11.59 PM, IST)

Last date of submission of duly signed hard copy of the online application along with supporting documents: 13.04.2023

Applications through ONLINE mode only (available in our ONLINE Recruitment Portal <https://tezunt.samarth.edu.in>); please type the link in your browser and press ENTER key) are invited from eligible candidates for the tenure post of **Registrar** (Unreserved) as per the details below:

Post(s), No. of Post(s), Reservation, Classification of Posts	Minimum Qualification and experience*	Pay	Age Limit (in years)
Registrar (01) (Unreserved) Group-A	<p>1) A Master's degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2) At least fifteen (15) years of experience as Assistant Professor in the Academic Level 11 (<i>Pre-revised PB-3: Rs. 15,600-39,100/- plus AGP of Rs. 7,000/-</i>) and above or with 8 years of service in the Academic Level 12 (<i>Pre-revised PB-3: Rs. 15,600-39,100/- plus AGP of Rs. 8,000/-</i>) and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and / or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar or an equivalent post.</p> <p>NOTE:</p> <p>i) The candidate will be appointed on Direct Recruitment / Deputation basis for a tenure of 5 years or till attaining the age of superannuation, i.e. 62 years, whichever is earlier.</p> <p>ii) The incumbent will be eligible for re-appointment after observance of due selection process.</p> <p>iii) For Deputation, candidates holding analogous post or with eight years' experience at Pay level-12 and having qualification and experience as indicated above, shall be eligible.</p>	<p>Level 14 with Rationalised Entry Pay of Rs. 1,44,200/- as per 7th CPC Pay Matrix</p> <p>(<i>Pre-revised PB-4: Rs. 37,400-67,000/- plus GP of Rs. 10,000/-</i>)</p>	<p>Preferably below 57 years of age on the last date of submission of applications</p>

* Subject to modification, if any, as per MHRD/UGC Rules and Regulations from time to time.

The duly signed hard copy (pdf) of the completed application(s) submitted through ONLINE portal must reach "**Vice Chancellor, Tezpur University, Napaam, Tezpur – 784 028**" on or before the date as stated above along with all necessary enclosures including **APPLICATION FEE** and "No Objection Certificate (NOC)", wherever applicable. The envelope containing the application should be superscribed "**Application for the post of Registrar**".

APPLICATION FEE (Non-refundable): Rs. 1,000/- (Rs. One thousand only); Nil for SC, ST, PWD candidates.

Mode of payment: Through online bank transfer, for which details are as below:

Account Name: Tezpur University Recurring

Savings Bank Account No. 37854250831

Bank Name & Branch: State Bank of India, Tezpur University Branch, Napaam, Tezpur-784028, Assam

IFS Code: SBIN0014259

Applicants must submit copy of the e-generated receipt of the payment along with the hard copy of the application.

Those in employment must apply through proper channel or submit 'No Objection Certificate' from the concerned employer. However, an advance copy may be sent so as to reach the "**Vice Chancellor, Tezpur University, Napaam, Tezpur – 784 028**" by the last date. Tezpur University will not be responsible for any postal delay in delivering the hard copy of the application of any candidate.

It is to be noted that mere possession of eligibility conditions **shall not entitle** a person for consideration of the Selection Committee. The decision of the Screening Committee, appointed for the purpose of short-listing the candidates from amongst the total number of applications received, shall be binding on all. Application incomplete or received after the last date of submission or without the application fee shall be summarily rejected without assigning any reason thereof.

Registrar

Tezpur University