



## TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

### ADVERTISEMENT NO. 05 / 2013

Applications are invited in the *prescribed form* for a permanent post of **Deputy Registrar** (Unreserved) in the **Pay Band of Rs. 15,600-39,100/- (PB-3) plus Grade Pay: Rs. 7,600/-**.

#### A) Minimum Qualification and experience:

1. A Master's Degree with at least 55% marks (50% for SC/ST/PWD) or its equivalent grade of B in the UGC seven-point scale.

AND

2. Nine years of experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post.

**NOTE:** For an applicant who is already in the University system, the requirement of 55% marks at Master's Degree level (as prescribed) shall not be insisted upon. But in such case, the minimum requirement of marks at Master's Degree level shall be 50%.

**B) Desirable:** Participation in UGC- sponsored Management Development Programmes / Orientation Programmes.

**C) Age:** Not exceeding 45 years (on the last date of receipt of applications).

**Prescribed application form** is available in the University website [www.tezu.ernet.in](http://www.tezu.ernet.in). Completed application accompanied by attested copies of all certificates, mark-sheets, proof of age, documents in support of present position and pay, etc., and a **non-refundable application fee of Rs. 500/-** (Rupees five hundred only) (**Rs. 250/- for SC/ST/PWD**) in Demand Draft of any of the Nationalised Banks in favour of Registrar, Tezpur University, payable at Tezpur is required to be sent in a sealed cover superscribed "Application for the post of Deputy Registrar to the Registrar, Tezpur University, Napaam, Tezpur – 784 028. Those in employment must apply through proper channel or submit No Objection Certificate from the concerned employers. However, an advance copy may be sent so as to reach the Registrar, Tezpur University, by the last date.

It is to be noted that possession of mere 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 not be considered.

**LAST DATE OF RECEIPT OF APPLICATION is 28.03.2013.**

Sd/- Registrar  
Tezpur University

Memo No.F.13-3/X/2000(E)/5756-A

Date: 01.03.2013