



TEZPUR UNIVERSITY

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

ADVERTISEMENT NO. 05 / 2023

Applications (through e-mail only) in *prescribed format* are invited from eligible candidates for a temporary post of **Assistant Academic Officer** on contract basis. Details of the advertisement, other terms and conditions are available in the University website www.tezu.ernet.in. **Last date** for submission of filled-in applications through **e-mail (to turedcruit@tezu.ernet.in)** is **13.03.2023** (Till 05.00 PM, IST).


Registrar i/c

Memo No.F.01-03/XVII(E)

Date: 24.02.2023

Copy to:

1. Pro Vice Chancellor, Tezpur University, for information.
2. Dean of Academic Affairs, Tezpur University.
3. Controller of Examinations, Tezpur University.
4. Finance Officer, Tezpur University, for information.
5. Public Relations and Information Officer, Tezpur University. The above advertisement is to be published in one immediate issue of **Assam Tribune** using most reasonable space and **bill is to be submitted along with two (02) sets of original paper-cuts.**
6. Secretary to the Vice-Chancellor, Tezpur University, for kind information of the Vice Chancellor.
7. Vigilance Officer, Tezpur University.
8. Joint Registrar (Admin) / Assistant Registrar (Establishment) / PRIO, Tezpur University.
9. Webmaster, Tezpur University, with a request to float the advertisement and other details attached herewith in the University Website.
10. Tezpur University Notice Boards / Concerned files.


Registrar i/c
Tezpur University



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ADVERTISEMENT NO. 05 / 2023

Applications (through e-mail only) in *prescribed format (given below)* are invited from eligible candidates for the following post on **contractual basis**:

Post & No. of posts	Essential qualification and other requirements	Emoluments
Assistant Academic Officer (01)	<p>Essential:</p> <ol style="list-style-type: none"> 1) Master's Degree preferably in Computer Science or Information Technology or related subjects with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2) Knowledge of academic administration, networking, computer software, programming, etc., with documentary evidence. 3) Efficient in MS Office, SQL, Web Development, Windows, Linux and Networking. 4) Experience in academic office automation / student information system / database management. <p>NOTE: The position is required for maintaining the Academic Bank of Credit (ABC) of the students and the main functions of the Officer shall be as follows:</p> <ol style="list-style-type: none"> i) To help in registering in the Academic Bank of Credit for all the enrolled students of Tezpur University. The process will involve opening, closing and validating the academic accounts of all the students. ii) To monitor the credit accumulation, credit verification, credit transfer / redemption. iii) To verify whether the courses include online / distance or offline mode offered by the institutes. iv) To verify the validity of the academic credits earned by the students, which is up to seven years and ensure whether students can redeem the credits or not. v) To see whether the students can seek admission directly in the second year at our university or elsewhere with redemption of credits in account. 	Rs. 60,000/- P.M. (Fixed)

Duration of engagement: For a period of 11 months. May be re-engaged for further period on satisfactory performance and subject to future requirement.

Age limit: 35 years on the last date of submission of application. Relaxation as per rules.

Last date of submission of application (through e-mail): 13.03.2023 (05.00 PM, IST)

Date & Time of Interview: Will be notified separately.

The appointment will be purely on contract basis.

Interested candidates are to **submit their applications as given in Annexure-I along with other supporting documents by e-mail to turcruit@tezu.ernet.in** with the subject line **"APPLICATION for Assistant Academic Officer against Advt. No. 05/2023"**.

Eligible candidates short-listed (**maximum 10 nos.**) on the basis of academic qualifications and experience are to **appear physically** in the personal interview for which they shall be informed through e-mail and a notice for such applicants may also be **uploaded** in the University website **before the scheduled date of interview.**

Registrar i/c
Tezpur University



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Annexure-I

PART-A (Brief Particulars of Applicant)

- Advertisement No. and Date:
 - Post applied for:
 - Post Sl. No. as per the Advertisement:
- Name in full (in CAPITAL letters):
(Please underline the surname)
- Father's/Mother's/Spouse's Name:
- Marital Status:
 - Gender:
 - Blood Group
- Correspondence address (in CAPITAL letters):
 - Permanent address (in CAPITAL letters):
- | | | | | |
|---------------|-------------------------|--|-------------|--|
| (c) Phone No. | Land line
(with STD) | | (d) e-mail: | |
| | Mobile | | | |
- Date of Birth (as per Christian era):
- Place of Birth (*including District and State*)
- Age on the last date of receipt of application as stated in the advertisement:
- Are you a citizen of India? Write YES or NO
- Do you belong to Scheduled Caste / Scheduled Tribe / Other Backward Classes / Persons with Disability / Ex-Serviceman?
 - If none, write NONE in the box:
 - If you belong to PWD (Persons with Disability), then state the nature of disability as OH (Orthopaedically Handicapped), VH (Visually Handicapped) or HH (Hearing handicapped):
- Religion:
- *If appointed, what notice / how much time would you require for joining the post?
(* May not be considered as binding)

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application 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:

Place:

Signature of the applicant

Name in full:



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PART-B

1. Educational Qualification:

Sl. No.	Examinations Passed	Year of the examination	Class / Division / Distinction	% of Marks obtained	Subject(s) (mention field of specialisation / major, if any)	Name of the Board / University / Institution
1.	10 th Standard / H.S.L.C. / Matriculation					
2.	10+2 Standard (PU / PD / Intermediate)					
3.	Diploma, if applicable (Specify)					
4.	Bachelors' Degree (Specify)					
5.	Master's Degree (Specify)					
6.						
7.						

2. Other qualifications, if any (including degree / diploma in music / dance / theatrical etc.):

Sl. No.	Degree / Diploma	Year of the examination	Division / Class	% of marks	Name of the Board / University / Institution
1.					
2.					

3. Details of past employment, if any:

Sl. No.	Organisation / Institution	Position held	Nature of duties / work	Date of joining	Date of leaving	Length of service	Pay scale	Additional remarks about experience, if any
1.								
2.								
3.								
4.								
5.								



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4. Present Occupation (if any):

- (i) Designation :
(ii) Date of joining :
(iii) Name of the Office/Institution :
/Organisation with full address
(iv) Scale of pay :
(v) Present basic pay :
(vi) Total emoluments drawn :
(vii) Nature of duties :

5. Training programme(s) attended (if any):

Sl. No.	Name of the programme	Organized by	Duration	Period	
				From	To

6. References: Please name two referees who are not related to you. If you are employed, one referee must be your employer.

- (i) Name :
Designation :
Address :

e-mail :
Mobile/Phone No. with STD code :
(ii) Name :
Designation :
Address :

e-mail :
Mobile/Phone No. with STD code :

7 (a) Details of enclosures sent with this application form:

- i) ii)
iii) iv)
v) vi)
vii) viii)
ix) x)

7 (b) List of publications, if any, may be attached as Annexure.

8. Declaration:

I hereby declare that I have carefully read and understood the advertisement, instructions and particulars supplied to me and that all the statements made in this application 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:

Full signature of the applicant

Place:

Name in full:
