



TEZPUR UNIVERSITY

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

ADVERTISEMENT NO. 08/2015 (Walk-in-Interview for Officer on Special Duty)

Tezpur University is looking for an **Officer on Special Duty** for the Administration on **contract basis**. Interested candidates with bio-data and testimonials (original) may appear before the Selection Committee on **08.05.2015** as per the detailed advertisement which is available in the website www.tezu.ernet.in.

Sd/- Registrar

Memo No.F.01-3/XI(E)/229-A

Date: 16.04.2015

Detailed Advertisement

(Abridged Advertisement for publication through Newspapers and Tezpur University Website)



TEZPUR UNIVERSITY

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

ADVERTISEMENT NO. 08/2015 (Walk-in-Interview for Officer on Special Duty)

Tezpur University is looking for an **Officer on Special Duty** for the **Academic Section** (Office of the Controller of Examinations) purely on **contract basis** (initially for one year but likely to continue for three years) as per the following details.

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.
2. Five years of administrative / academic experience as Assistant Registrar / Assistant Professor or in an equivalent post.

A brief outline of Duties & Responsibilities: The incumbent selected will be required to supervise / look after the duties and shoulder the responsibilities for smooth and effective conduct of the following-

- a) admission of new students
- b) enrolment of existing students
- c) matters of Ph.D. students
- d) hostel administration
- e) various scholarships to students
- f) preparation of various statistics / reports / agenda of meetings, etc.

Applicants with experience of working in academic institutions of repute; dealing with students' matters including Ph.D. students, scholarships, etc., will be preferred. Retired employees under the age of 62 years with experience in the sphere of the above activities as Assistant Registrar or in an equivalent post may also apply.

Pay: Rs. 40,000/- (fixed) Per Month.

Date of Walk-in-Interview: 08.05.2015 (Friday) :: Time 10.00 AM
Venue: Administration Building

Interested candidates are to **register** their **names** along with a detailed biodata/CV (*mentioning Name, Father/Mother/Spouse Name, Permanent & Correspondence Address, Phone No., e-mail, Date of Birth, Caste, Sex, Detailed Educational Qualification from 10th standard onwards, Detailed Work Experience, Present Position (if working) with details of job nature, etc., by e-mail to –*

registrartu@tezu.ernet.in

at least two (2) days ahead of the scheduled date of walk-in-interview. Candidates who do not register his / her name at least two (2) days ahead of the scheduled date of walk-in-interview shall not be interviewed. Eligible candidates so registered shall appear before the concerned Selection Committee as per the above schedule **with all testimonials in origin.** The candidates will also be required to submit a signed copy of the detailed biodata/CV as stated above and a set of self-attested photocopies of all the supporting documents at the time of interview.

No TA/DA will be admissible.

Sd/- Registrar

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