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

ADVERTISEMENT NO. 10 / 2019
(for Security Supervisor)

Tezpur University invites applications from interested retired police / army / paramilitary officers of not below the rank of Sub Inspector (SI) / J.C.O. for appointment as **Security Supervisor** on **contract basis**. Last date of receipt of application is **20.09.2019**. Details are available in the website www.tezu.ernet.in.

Registrar

Memo No.F.01-3/XV(E)/ 2 5 35-A   Date: 05.09.2019

Copy to:
1. Pro Vice Chancellor, Tezpur University, for information.
2. Finance Officer, Tezpur University, for information.
3. Vigilance 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), Tezpur University.
6. Public Relations and Information Officer, Tezpur University, with a request to make necessary arrangement for publishing the above advertisement in one immediate issue of **The Assam Tribune**, Guwahati, using most reasonable spaces through one of the empaneled agencies as per roster. The agency is to **submit the bill along with two (02) sets of original paper-cuts**.
7. **Webmaster, Tezpur University**, with a request to float the advertisement in the University Website.
8. Advertisement Guard File.

Registrar
Tezpur University

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

ADVERTISEMENT NO. 10 / 2019
(for Security Supervisor)

Tezpur University invites applications (in plain paper) from interested retired officers of not below the rank of Sub Inspector (SI) / J.C.O. of Assam Police Battalion, Railway Protection Force, Armed Forces, Paramilitary Forces, etc. for engagement as **Security Supervisor** purely on **contract basis** initially for a period of one (01) year, but likely to be extended for further period on satisfactory performance as detailed below:

Name of Post	Security Supervisor
No. of Position	One (01)
Qualification	i) Graduate in any discipline from a recognized Indian university. ii) Excellent communication skill in Assamese, English and Hindi.
Experience	i) Retired officers of not below the rank of Sub Inspector (SI) / J.C.O. of Assam Police Battalion / Railway Protection Force / Armed Forces / Paramilitary Forces, etc. ii) Three (03) years' experience of working in the line in Govt. / Semi Govt. / PSU / autonomous organization / large Industrial Units of repute. Experience of working in educational institution(s) preferable.
Age Limit	Maximum 62 years (on the last date of submission of application) • Age relaxation of five (05) years in case of experienced candidates in Higher Educational Institutes of repute. • If no suitable candidate is found within the mentioned age, than candidates of higher age with good health may also be considered.
Duration of engagement	Initially for a period of one (01) year, which may be extended depending upon the need of the University and satisfactory performance of the incumbent, subject to the maximum age of the incumbent being 65 years. The engagement can be terminated by either side with one month's prior notice or by payment of one month's emolument thereof.
Emoluments	**Rs. 20,000/-** (Rupees twenty thousand) only Per Month (Fixed). No other allowances, etc. will be admissible.
Other Facilities	i) The incumbents will be provided mandatory housing accommodation in the campus. ii) The incumbents will be eligible for 12 days paid leave in a calendar year. Beyond this limit, the incumbent will not be eligible for emoluments. No other kind of leave will be admissible. iii) The incumbents will be allowed to reimburse travel and other expenses for outstation official tour, if so required. iv) The incumbents will be entitled to receive medical facility as per existing norms at the University Health Centre. However, reimbursement of medical expenses will not be admissible.

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ADVERTISEMENT NO. 10 / 2019
(for Security Officer and Security Supervisor)

Duties & Job Responsibilities / Description	To act as the **2nd-in-line under the control of the Security Officer**. Other duties and responsibilities are as below: a) To plan and ensure execution of efficient security arrangements as required by the University. b) To station on the campus and look after the day-to-day security arrangements therein. c) To supervise and manage the work of the security personnel engaged by the University. d) To assist the University authorities in maintaining law and order. e) To liaison with Police and district authorities regarding law and order and investigation of criminal cases affecting the University. f) To attend fire incidents and other calamities and incidents on the campus. g) To look after the safety and security of the staff, faculty, students and other campus dwellers and property of the University. h) To scrutinise the entry of outsiders into the campus. i) To perform such other duties and functions as may be assigned from time to time.
Date / Time / Venue of Interview	Will be intimated through e-mail / over phone in due course of time.

Interested persons may apply in plain paper <u>along with detailed biodata/CV</u> *(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.,* so as to reach the **Registrar, Tezpur University, Napaam, Tezpur-784028, Dist. Sonitpur, Assam**, on or before **20.09.2019**. Suitable short-listed applicants may be called for a personal interaction in due course of time.

(Biren Das)
Registrar

Memo No.F.01-3/XV(E)/ 2535-A

Date: 05.09.2019

(Detailed Advertisement for publication through Tezpur University Website)