



# **TEZPUR UNIVERSITY**

(A Central University)

Tezpur – 784 028 (ASSAM)

## **ADVERTISEMENT NO. 11/2015** **(Walk-in-Interview for Non-Teaching positions)**

Tezpur University is looking for **Technical Assistant** and **Office Assistant** for engagement on **contractual basis** under the Community College Scheme. Interested candidates with bio-data and testimonials (original) may appear before the Selection Committee as per the detailed advertisement which is available in the website [www.tezu.ernet.in](http://www.tezu.ernet.in).

Sd/- Registrar

**Memo No.F.01-3/XII(E)/1760-A**

**Date: 07.08.2015**

DETAILED  
ADVERTISEMENT

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



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(A Central University)

Tezpur – 784 028 (ASSAM)

## ADVERTISEMENT NO. 11/2015 (Walk-in-Interview for Non-Teaching positions)

Tezpur University is looking for **Technical Assistant** and **Office Assistant** for engagement on **contractual basis** under the Community College Scheme of UGC, **initially for a period of one (01) year** as per the following details.

Sl. No.	Post (No. of Post)	Qualification	Date / Time / Venue of Interview
1	Technical Assistant (01)	i) <b>Essential:</b> Diploma in Computer Engineering (03 yrs.) from recognized polytechnic institution. ii) <b>Desirable:</b> Two (02) years' experience in installation, repair and maintenance of PCs, LAN, Wireless LAN in a reputed organization.	14 / 08 / 2015 (Friday) 10.00 AM
2	Office Assistant (01)	i) <b>Essential:</b> Graduate in any discipline from a reputed University / Institution with knowledge of computer application in office automation. ii) <b>Desirable:</b> Two (02) years' clerical experience in a reputed institution / establishment.	Administration Building Tezpur University

**Age:** Maximum age limit for both the above positions must be 27 years as on the last date of application (relaxable for candidates belonging to reserved categories as per Government of India Rules).

**Pay:** 1) Technical Assistant: Rs. 15,000/- to 17,000/- (fixed) Per Month  
(depending upon the qualification and experience of the candidate)

2) Office Assistant: Rs. 13,000/- to 15,000/- (fixed) Per Month  
(depending upon the qualification and experience of the candidate)

Interested candidates are to **register** their **names along with 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 10<sup>th</sup> standard onwards, Detailed Work Experience, Present Position (if working) with details of job nature, etc., by e-mail to [tucruit@tezu.ernet.in](mailto:tucruit@tezu.ernet.in) latest by **12/08/2015**.

Candidates who do not register his / her name by **12/08/2015** 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.

If a large number of candidates register for the interview by the last date as stated above, then candidates short-listed on the basis of academic qualifications and experience will be called for the interview through e-mail.

No TA/DA will be admissible.

Sd/- Registrar

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