



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 12 / 2019

Applications (through online only) are invited from eligible candidates for the posts of (1) **Information Scientist** (Central Library) and (2) **Stenographer Gr-II** (Dr. Ambedkar Chair). 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 **ONLINE portal** is **27.12.2019** (Till 11.59 PM, IST).

Registrar



तेजपुर विश्वविद्यालय

(एक केंद्रीय विश्वविद्यालय)

तेजपुर – 784028 असम

विज्ञापन संख्या. 12 / 2019

(1) **इन्फॉर्मेशन साइंटिस्ट** (सेंट्रल लाइब्ररी) ओर (2) **स्टेनोग्राफर ग्रेड-II** पदों के लिए योग्य उम्मीदवारों से आवेदन (केवल ऑनलाइन) आमंत्रित किए जाते हैं। विस्तृत विज्ञापन, अन्य शर्तें एवं आवेदन प्रपत्र विश्वविद्यालय के वेबसाइट www.tezu.ernet.in में उपलब्ध हैं। ऑनलाइन पोर्टल के माध्य से विधिवत भरे हुए आवेदन प्राप्त करने की **अंतिम तिथि 27.12.2019** (रात्रि 11.59 बजे तक) है।

कुलसचिव

Memo No.F.01-3/XV(E)/ 3936-A

Date: 27.11.2019

Copy to:

1. (a) Pro Vice Chancellor, (b) All Deans, Tezpur University, for information.
2. Heads of all Departments, Tezpur University, for information and circulation in their departments.
3. Finance Officer, Tezpur University, for information.
4. Secretary to the Vice-Chancellor, Tezpur University, for kind information of the Vice Chancellor.
5. Assistant Registrar (SCT Cell) / Hindi Officer / Vigilance Officer, Tezpur University.
6. **Public Relations and Information Officer, Tezpur University**, with a request to make necessary arrangement for publication of the above advertisement as below:
A) Through **Bureau of Public Outreach (erstwhile DAVP)**: ENGLISH version of the above advertisement in (i) **The Times of India (NE Issue)**, (ii) **The Assam Tribune**, Guwahati, (iii) **Amar Asom**, Guwahati (Assamese Vernacular daily).
B) Through **University News**: Both English & Hindi versions.
The above advertisement is to be published in one immediate issue using most reasonable spaces and **bills are to be submitted along with two (02) sets of original paper-cuts**.
7. Webmaster, Tezpur University, with a request to float the advertisement and other details attached herewith in the University Website.
8. Director, Doordarshan Kendra, Guwahati, with a request to telecast as local announcement.
9. Station Director, All India Radio, Guwahati, with a request to broadcast as local announcement.
10. Secretary, Dept. of Secondary & Higher Education, Ministry of HRD, Government of India, Shastri Bhavan, New Delhi-110 115.
11. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.
12. Secretary, Personnel Department, Ministry of Personnel & Training, Govt. of India, New Delhi-110001.
13. *Chairperson, National Commission for Backward Classes, Government of India, Trikoot-1, Bhikaji Cama Place, New Delhi - 110 066.*
14. *Chairperson, National Commission for Scheduled Castes, Government of India, 5th Floor, 'A' Wing, Loknayak Bhawan, Khan Market, New Delhi-110003.*
15. *Chairperson, National Commission for Scheduled Tribes, Government of India, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.*
16. *Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi - 110001.*
17. Registrars of all Indian Universities/IITs.
18. Assistant Director of Employment, District Employment Exchange, Sonitpur, Tezpur.
19. Tezpur University Notice Boards / Concerned files.

Registrar
Tezpur University



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ADVERTISEMENT NO. 12 / 2019

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| Applications through ONLINE portal can be submitted from | 28.11.2019 (09.00 AM) |
| Last date of submission of filled-in applications through ONLINE portal | 27.12.2019 (Till 11.59 PM, IST) |
| Last date of submission of duly signed hard copy of the online application along with supporting documents | 06.01.2020 |

Applications **through ONLINE mode only** (available in our ONLINE Recruitment Portal) are invited from eligible candidates for the following posts:

PART-A: Details of the post(s), number of post(s), pay bands, age limit and reservations

| Sl. No. | Post(s), No. of Post(s), Department / Office | Classification of Posts | Pay Level (7 th CPC) | Age Limit (in years) | Reser- vation |
|---------|---|-------------------------|--|----------------------|------------------|
| 1. | Information Scientist (01) (Central Library) | Group-A | Level-10 with rationalized entry Pay of Rs. 56,100/- (Pre-revised PB-3: Rs. 15,600-39,100/- + Grade Pay: Rs. 5,400/-) | Not exceeding 40 | OBC |
| 2. | Stenographer Grade-II (01) (Dr. Ambedkar Chair) | Group-C | Level-4 with rationalized entry Pay of Rs. 25,500/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 2,400/-). | Between 18-27 | UR |

ABBREVIATIONS: OBC-Other Backward Classes (Non Creamy Layer), SC-Scheduled Caste, ST-Scheduled Tribe, PWD-Persons With Disability.

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| NOTE (1) | : | The post of Information Scientist is permanent. However, the vacancy is against lien at the moment. |
| NOTE (2) | : | The post of Stenographer Gr-II is temporary under the scheme of Dr. Ambedkar Chair , sponsored by Dr. Ambedkar Foundation, Ministry of Social Justice & Empowerment, Government of India. <i>The appointment shall be valid till the scheme exists. Presently, the scheme is valid till 31.03.2021.</i> |
| NOTE (3) | : | The above pay bands carry other allowances admissible as per Government of India rules. |
| NOTE (4) | : | With regard to age limit, the crucial / reckoning date shall be the last date of receipt of applications as mentioned in the advertisement. |
| NOTE (5) | : | Age prescribed as above is for general category applicants. Relaxation of upper age limit shall be admissible as below: i) Up to 5 years for Government servants in accordance with the instructions or orders issued by the Central Government (for all Group-A & B level posts). ii) For departmental candidates, up to 40 years in accordance with the instructions or orders issued by the Central Government. iii) Up to 3 years for applicants belonging to OBC (Non-Creamy Layer) for such reserved post(s), if any, in addition to relaxations at (i) & (ii) above, wherever applicable. iv) Up to 10 years for Persons with Disability (PWD) in addition to relaxations at (i), (ii) & (iii) above, wherever applicable. v) The age relaxation as above shall not be admissible for the applicants (SC/ST/OBC) against the unreserved (UR) post(s). However, this will be admissible to candidates belonging to PWD categories. vi) Further, suitable age relaxation (in addition to relaxations as above) may also be considered for internal candidates (working in Tezpur University in various capacities on temporary / contract basis) as a special case. |
| NOTE (6) | : | As per the Government of India's latest orders, Personal Interview for all positions (except for Group-A) has been discontinued at Tezpur University w.e.f. 01.01.2016. Accordingly, the merit of the candidates will be determined according to the requirements of qualification(s), etc., as prescribed in the advertisement and written test / skill test (where required) as per the provisions of DoPT, Government of India, Rules. Accordingly, details of Personal Interview and / or Written Test / Skill Test / overall evaluation shall be notified in due course. The University shortlists candidates at 1: 10 ratio of post to candidates. |

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| NOTE (7) | Besides Note (6) above, screening test(s) may be conducted if number of applications is quite large. |
| Application Fee | : A non-refundable application fee of Rs. 500/- (Rupees five hundred only) (Exempted for SC/ST/PWD categories) in the form of Demand Draft only drawn on any nationalised bank in favour of The Registrar, Tezpur University , payable at Tezpur (Tezpur University Branch in case of State Bank of India), must be submitted along with the application. <u>The Demand Draft should not have been drawn before the date of issue of this advertisement. Candidates shall write their names and the post applied for on the reverse of the Bank Draft.</u> Application fee can also be paid through online bank transfer, for which details are provided in the Online Recruitment Portal. In such a case, the applicant shall have to furnish the proof of the same along with the hard copy of the application. |

PART-B: Details of the minimum educational qualification(s), experience, etc.

| Sl. No. | Post(s), Department / Office, No. of Post(s), Reservation | Minimum educational qualification, desirable qualification / experience, etc. |
|---------|---|--|
| 1. | Information Scientist (01) (Central Library) | Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record <i>with</i> Post Graduate Diploma in Computer Application (PGDCA) / MCA from a recognised university / institution. <i>Desirable: Minimum two (02) years' experience in library automation, networking and web technology.</i> |
| 2. | Stenographer Grade-II (01) (Dr. Ambedkar Chair) | Essential: 1) 12 th Class pass or equivalent from a recognized Board / University. 2) Diploma in Stenography from a Government / Government approved Institution. Skill Test Norms: Dictation: 10 mts @80 WPM Transcription: 50 mts (English) (On Computer) |

Mere fulfilment of minimum eligibility criteria shall **not entitle** a person for consideration. The decision of the Screening Committee(s) for short-listing of candidates shall be final and binding. The University reserves the right to fill up or not to fill up any of the vacancies or to increase the number of posts, as required.

The duly signed hard copy (pdf) of the completed application(s) submitted through ONLINE portal must reach "**The Registrar, Tezpur University, Tezpur-784 028**" **on or before 06.01.2020** along with all necessary enclosures including the Demand Draft in original / proof of online submission of application fee and "No Objection Certificate (NOC)", wherever applicable. The envelope containing the application should be superscribed "**Application for the post of ... (name of the post) against Advt. No. 12 / 2019**".

Candidate(s) willing to apply for more than one post shall submit separate applications and fees.

Application(s) received after the last date or incomplete in any form or without the application fee **shall be summarily rejected**. Those in employment must submit 'No Objection Certificate' from the concerned employer. However, one may send a copy of the application as "**ADVANCE COPY**" within the closing date. In such a case, the original application forwarded by the employer and / or the "NOC" should reach the undersigned within ten (10) days from the last date of submission of applications.

Registrar

Tezpur University

Date: 27.11.2019

Memo No.F.01-3/XV(E)/ 3936-A