

**TEZPUR UNIVERSITY**

**NOTICE**

**Dated 03 / 02 / 2022**

**SCREENING TEST / Skill Test for shortlisting of applicants for Skill Test for the positions of Upper Division Clerk, Lower Division Clerk, Junior Accountant and Technical Assistant (Physics) against Advertisement No. 08/2021 dated 09-06-2021**

With reference to the **Advertisement No. 08 / 2021 Dt. 09.06.2021** for various Non-Teaching positions, and in view of large number of applications, all the applicants for the posts of **Upper Division Clerk, Lower Division Clerk, Junior Accountant and Technical Assistant (Physics)** as listed in **Annexure-II** are informed to appear for a **SCREENING TEST / Skill Test** as per the schedule given below.

*Please note that the eligibility of candidature of all applicants is PROVISIONAL and subject to further verification with the original documents / certificates (including EWS certificates), which may be done at various stages during the process of final selection/appointment. Applicants not attending the Screening Test / Skill Test will automatically become in-eligible, repeat, in-eligible for the final selection.*

**SCHEDULE AND MODALITIES OF SCREENING / SKILL TEST:**

Post(s)	No. of Post	Reservation	No. of Applications Received	No. of candidates called for Screening Test	Date / Time / Venue of Screening Test
Upper Division Clerk	04	2-UR, 1-OBC, 1-EWS	711	711	<b>26.02.2022 (Saturday)</b> <b>10.00 AM to 12 Noon</b> <b>(Reporting Time: 09.30 AM)</b> <b>Venue: HSS Building, Tezpur University</b>
Lower Division Clerk	04	1-UR, 2-OBC, 1-ST	546	546	

**1) Combined Screening Test for UDC and LDC.**

- 2) The Screening Test will consist of hundred (100) marks and duration of the test will be two (02) hours.
- 3) There will be no negative marking.
- 4) The Screening Test will comprise of the following:
  - (a) Aptitude Test (MCQ) – 20 Marks
  - (b) English Test (MCQ) – 30 Marks
  - (c) General Knowledge / Current Affairs Test (MCQ) – 20 Marks
  - (d) Subjective Test – 30 Marks (Noting / Drafting – 15 marks, Short Notes – 5 marks, Application – 10 marks)

Junior Accountant	02	1-SC, 1-OBC	92	92	<b>26.02.2022 (Saturday)</b> <b>02.00 PM to 04.00 PM</b> <b>(Reporting Time: 01.30 PM)</b> <b>Venue: HSS Building, Tezpur University</b>
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- 1) The Screening Test will consist of hundred (100) marks and duration of the test will be two (02) hours.
- 2) There will be no negative marking.
- 3) The Screening Test will comprise of the following:
  - (a) Commercial Arithmetic (MCQ) – 20 Marks
  - (b) General English (MCQ) – 20 Marks
  - (c) Bookkeeping and Accountancy (Subjective) – 40 Marks
  - (d) Computational Tools (MS Excel and Tally) – 20 Marks

Technical Assistant (Physics)	01	EWS	03	03	<b>27.02.2022 (Sunday)</b> <b>10.00 AM to 12 Noon</b> <b>(Reporting Time: 09.30 AM)</b> <b>Venue: HSS Building, Tezpur University</b>
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- 1) There will be **Skill Test only** consisting of hundred (100) marks and duration of the test will be two (02) hours, comprising of the following:
  - (a) General English (MCQ) – 30 Marks
  - (b) Aptitude Test (MCQ) – 20 Marks
  - (c) Physics related (MCQ) – 40 Marks
  - (d) Lab related (Subjective) – 10 Marks

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- 1) Based on the performance of the Screening Test, top candidates at the **ratio of 1 (no. of post) : 10 (no. of candidates)**, if otherwise eligible as per the terms and conditions of the advertisement, will be called for Skill Test, details of which will be notified separately in due course of time.
- 2) Final selection will be based on the combined score in the Screening Test and Skill Test.
- 3) For other terms and conditions / instructions, please refer to the **Admission Slip at Annexure-I**. All candidates are to bring the filled-in Admission Slip, without which entry shall not be permitted. The **Admission Slip may also be referred to** for other terms and conditions / instructions.
- 1) **All candidates are requested to confirm their participation (latest by 12.02.2022) in the Screening Test by submitting the attached GOOGLE FORM ([click here](#))**. This will enable us to make necessary arrangements, specially in view of the COVID-19 pandemic situation.
- 2) It is the responsibility of the candidate to ensure that they meet the eligibility norms.
- 3) No TA/DA will be provided for attending the Screening Test.
- 4) **A general and short e-mail message is being sent to the e-mail address of all candidates for their information**. Individual Call Letters **have not been issued separately**. If any candidate does not receive the e-mail message, he/she may appear in the Screening Test on the basis of this notice.

Sd/- Registrar

**Ref. No. F.71/1/2021(E)(Part File)**


**Date: 03 .02.2022**

*Copy to: Webmaster, Tezpur University, for display on the website.*



**Annexure-I (Admission Slip)**  
**Annexure-II (List of Applicants) ([Click here](#))**

**ADMISSION SLIP**

	<b>SCREENING / SKILL TEST for shortlisting of applicants for the position(s) of</b> <b><u>Upper Division Clerk / Lower Division Clerk / Junior Accountant / Technical Assistant (Physics)</u></b> <b>against Advertisement No. 08/2021 dated 09-06-2021</b>	
Please <b>bring 2 (two) copies</b> of this Admission Slip to the Examination Centre. Please be present by 09.45 am on the day of examination at the examination centre. Late comers will not be admitted. One copy will be kept at the Centre and another copy will be returned to you signed by respective invigilators.		Paste here a recent passport-size photograph
<b>Name of the candidate:</b>		
<b>Post(s) Applied:</b>		
<b>Roll Ro.: TEZU .....</b> (5 digit no. as per your application)		
<b>Post(s) Applied:</b> (if applied for more than a post)		
<b>Roll Ro.: TEZU .....</b> (5 digit no. as per your application)		
<b>Identification Document No:</b> (Pl. mention the same that was stated in your application)		
<b>Full Signature of the candidate:</b>	<b>Signature of the Invigilator:</b>	
<b><u>Instructions and other information:</u></b> <ol style="list-style-type: none"> <li>1) Only BLACK or BLUE ball pens are permitted in the exam hall. Mobile phone, i-pad, calculator or any other such device will not be allowed to be carried to the examination hall.</li> <li>2) Admission to the screening test is truly provisional and the candidature is liable to be cancelled at any point in case of improper information / misconduct or if the candidate fails to meet the eligibility requirement viz. educational qualification, experience age, caste, deposit of required fee (if applicable) etc. as stated in the advertisement.</li> <li>3) Candidates must bring his/ her Admission Slip to the Test Venue to secure admission.</li> <li>4) Candidates are to produce Identity proof like Driving License, Passport, Aadhaar Card or Voter Identity Card along with Admit Card at the time of written Test.</li> <li>5) The prohibited items such as any book, paper, cell phone, eraser (solid or liquid), calculator or any electronic gadget or objectionable materials are not allowed in the Examination Hall. There will not be any provision for deposit of Mobile phone/Electronic items etc.</li> <li>6) No candidate will be admitted after 10 AM.</li> <li>7) Candidates will have to follow the COVID-19 protocols issued by the Government strictly during the Examination by ensuring wearing of mask properly always, sanitation and keeping social distance.</li> <li>8) <b>Thermal screening will be conducted at the entry of the Test Centre.</b></li> </ol>		

Screening Test in-charge  
Tezpur University

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