



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 09/2026

(For non-teaching positions under the CDOE)

Tezpur University is looking for **Assistant Registrar (01)** for the **Centre for Distance and Online Education (CDOE)** on **contract basis**. Last date of submission of application is **15.03.2026 (5.30 PM)**. Details of the post, other terms and conditions may be seen below.

Registrar i/c

Memo No.F.01-03/XVIII(E)/3692

Date: 24.02.26

Copy to:

1. Director, Centre for Distance and Online Education, Tezpur University.
2. Finance Officer i/c, Tezpur University, for information.
3. Public Relations Officer, Tezpur University with a request for giving wide publicity in the social media platforms of the university.
4. **Webmaster, Tezpur University**, with a request to float the advertisement in the University Website.
5. Personal Assistant to the Pro Vice-Chancellor, Tezpur University, for kind information of the Pro Vice Chancellor.
6. Advertisement Guard File.

Registrar i/c
Tezpur University
23/2/26

Detailed Version



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

ADVERTISEMENT NO. 09/2026
(For non-teaching positions under the CDOE)

Tezpur University is looking for **Assistant Registrar (01)** for the **Centre for Distance and Online Education (CDOE)** on **contract basis**, initially for **eleven (11) months** as per the following details.

Post	Qualification
Assistant Registrar (01 No.)	Essential: (i) Good academic record with a Master's Degree in any subject having at least 55% marks or its equivalent grade of 'B+' in the UGC seven-point scale (relaxation to SC/ST/PWD candidates as per Govt. of India Rules). (ii) Working knowledge in MS Office, Internet and Multimedia. (iii) Strong writing and communication skills in English. Desirable: (i) Experience and exposure in examination, evaluation and administrative functions. (ii) Experience of working in an ODL institution. Pay: ₹. 40,000.00 (Rupees forty thousand) only (fixed) Per Month. Age limit: Not exceeding 35 years (relaxation to SC/ST/OBC/PWD candidates as per Govt. of India Rules).

NOTE (1): Appointments to all the posts above will be purely on contract basis and the engagement will not provide any right to claim for future absorption in the University in any capacity. Further, the University reserves the right to fill any post or otherwise.

NOTE (2): With regard to age limit (where prescribed), the crucial / reckoning date shall be the date of walk-in-interview as mentioned above.

NOTE(3): Pay/Remuneration will be paid from CDOE fund.

1. **The filled in application (as per Annexure-I) along with self-certified photocopies of all supporting documents**, must reach **The Registrar i/c, Tezpur University, P.O. Napaam, Dist. Sonitpur, PIN-784028, Assam**, so as to reach on or before the last date as stated above. The envelope containing the application should be superscribed as:

"Application against Advt. No. 09 / 2026 for the post of"

2. The engagement will be contractual for a period of eleven (11) months with the provision for renewal subject to satisfactory performance.
3. The candidate must not be above the maximum age as mentioned above on the last date of submission of application. Age relaxation will be as per Gol rule.
4. Leave etc. will be governed as per rule.

Registrar i/c
09/12/24



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

Annexure-I

PART-A (Brief Particulars of Applicant)

1. (a) Advertisement No. and Date:
 (b) Post applied for:
 (c) Post Sl. No. as per the Advertisement:

2. Name in full (in CAPITAL letters):
 (Please underline the surname)
 3. Father's/Mother's/Spouse's Name:

4. (a) Marital Status: (b) Gender: (c) Blood Group

5. (a) Correspondence address (in CAPITAL letters): (b) Permanent address (in CAPITAL letters):

(c) Phone No.	Land line (with STD)	<input type="text"/>	(d) e-mail:	<input type="text"/>
	Mobile	<input type="text"/>		

6. Date of Birth (as per Christian era):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day			Month			Year			

7. Place of Birth (*including District and State*)
 8. Age on the last date of receipt of application as stated in the advertisement:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Years		Month(s)		Day(s)

9. Are you a citizen of India? Write YES or NO

10. (a) Do you belong to Scheduled Caste / Scheduled Tribes / Other Backward Classes / Persons with Disability / Serviceman?

SC	ST	OBC	PWD	Ex-Serviceman
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Write SC/ST/OBC/PWD/Ex-serviceman as the case may be:

(b) If none, write NONE in the box:

(c) If you belong to PWD (Persons with Disability), then state the nature of disability as OH (Orthopedically Handicapped), VH (Visually Handicapped) or HH (Hearing handicapped):

OH	VH	HH
<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Religion:
 12. *If appointed, what notice / how much time would you require for joining the post?
 (* May not be considered as binding)

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Date:
Place:

Signature of the applicant
Name in full:

