



ASSAM UNIVERSITY
SILCHAR-788011, ASSAM

Employment Notification No. 2/2020 Dated 28th May, 2020

Applications in prescribed format are invited from Indian nationals for filling up the following Non-Teaching positions in Assam University.

A. HQ: Silchar:-

- (i) Finance Officer* (1, UR) (ii) Hindi Translator-(1,PWD) (iii) Junior Engineer (Civil,1UR) (iv) Lower Division Clerk-(5, 2-UR,1- OBC,1-EWS,1-SC (v) MTS-(4, 1-UR,1-PWD,1-SC,1-ST)(vi) Library Attendant (3, 1-UR, 1- PWD, 1-ST) (vii) Laboratory Attendant (4, 1-UR,2-PWD,1-OBC)

B. Diphu Campus:-

- (i) Assistant Registrar (1, UR) (ii) Section Officer (2, UR) (iii) Personal Assistant (1, UR)

***The Post of Finance Officer is a tenure post for a period of 5 (five) years and she/he shall be eligible for reappointment.**

Last date for receipt of filled in application form is **15th July, 2020**. The required application form, detailed eligibility criteria and General instruction as well as other details like mode of submission of forms & fees etc. can be downloaded from Assam University website [http:// www.aus.ac.in](http://www.aus.ac.in).

Registrar i/c



असम विश्वविद्यालय
सिलचर-788011, असम

रोजगार अधिसूचना संख्या 2/2020 दिनांक 28 मई 2020

असम विश्वविद्यालय में निम्नलिखित गैर-शैक्षिक पदों को भरने के लिए भारतीय नागरिकों से निर्धारित प्रारूप में आवेदन आमंत्रित है:

ए) मुख्यालय: सिलचर

- (i) वित्त अधिकारी (1-अनारक्षित) (ii) हिन्दी अनुवादक (1-दिव्यांग) (iii) कनिष्ठ अभियंता (सिविल, 1 अनारक्षित) (iv) निम्न श्रेणी लिपिक (5, 2-अनारक्षित, 1-अन्य पिछड़ा वर्ग, 1-आर्थिक रूप से पिछड़ा वर्ग, 1-अनुसूचित जाति) (v) एमटीएस (4, 1-अनारक्षित, 1-दिव्यांग, 1-अनुसूचित जाति, 1-अनुसूचित जनजाति) (vi) पुस्तकालय सहायक (3, 1-अनारक्षित, 1- दिव्यांग, 1-अनुसूचित जनजाति) (vii) प्रयोगशाला सहायक (4, 1-अनारक्षित, 2- दिव्यांग, 1- अन्य पिछड़ा वर्ग)।

बी) दिफु परिसर

- (i) सहायक कुलसचिव (1- अनारक्षित) (ii) आनुभाग अधिकारी (2- अनारक्षित) (iii) निजी सहायक (1- अनारक्षित)

*वित्त अधिकारी का पद 5 वर्ष की अवधि के लिए निर्धारित है और वह (उसका/उसकी) पुनर्नियुक्ति के पात्र होगा/होगी।

पूर्णरूपेण भरा आवेदन प्राप्त करने की अंतिम तिथि 15 जुलाई 2020 है। निर्धारित आवेदन फार्म, योग्यता मापदंड का विवरण एवं सामान्य निर्देशों के साथ-साथ अन्य विवरण जैसे फार्म एवं शुल्क जमा करने का माध्यम आदि असम विश्वविद्यालय की वेबसाइट <http://www.aus.ac.in> से डाउनलोड किया जा सकता है।

कुलसचिव (प्रभारी)



ASSAM UNIVERSITY

(A Central University Established in 1994)

SILCHAR-788011, ASSAM

DETAIL ELIGIBILITY CRITERIA, INSTRUCTIONS & GUIDELINES.

Ref: Employment Notification No. 2/2020 dated 28th May, 2020.

A. Details of Eligibility criteria for Non-Teaching positions at Silchar Campus:

Sl. No	Post & Scale of Pay	No. of Post, Category	Eligibility
01	Finance Officer (Scale of Pay- Rs.1,44,200/- Level 14)	1 (UR)	<p>Details of eligibility, qualification, experience, pay scale, mode of recruitment etc will be as per MHRD letter No.1-7/2015-U.II (2), dated the 2nd November, 2017 as follows:</p> <p>(a) Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale wherever grading system is followed (b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with eight years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or (c) Comparable experience in research establishment and/ or other institutions of higher education, or (d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.(iv) The age of superannuation of Finance Officer 62 (sixty two) years and upper age limit is 57 years as on 15th July, 2020.</p> <p>Preference will be given to officers having experience of working in CABs/CPSUs/COs in Audit/Finance/Establishment for at least 5 years</p> <p>Pay Scale of Finance Officer as per 7th CPC pay matrix, which shall be fixed at the appropriate cell. The Finance Officer is entitled for all other allowances in accordance with the guidelines issued by the MHRD/UGC</p>
02.	Hindi Translator (Scale of Pay-Rs 35,400/- Level 6)	1(UR-PWD) Blindness and Low vision**	<p>Essential: i) Masters Degree of a recognized University in Hindi/English with English/Hindi as a main/optional subject at degree level.</p> <p>ii) Recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa or three years experience of translation work from Hindi to English and vice versa in Central/State govt. offices including Govt. of India Undertaking.</p> <p>Desirable: Working Knowledge of computer applications</p> <p>Age: Not above 30 years as on 15th July, 2020.</p>
03.	Junior Engineer (Scale of Pay- Rs 35,400/- Level 6)	1(UR)	<p>Essential: 3 years Diploma in Civil Engineering from a Central/State Government recognized institution.</p> <p>Desirable: Working experience in the concerned field.</p> <p>Age: Not above 32 years as on 15th July, 2020.</p>
04.	Lower Division Clerk (Scale of Pay-Rs 19,900/- Level-2)	5 (2-UR,1-OBC,1-EWS,1-SC)	<p>Essential: 10+2 (HSSLC) or equivalent qualification from a recognized Board or University with certificate course in computer applications.</p> <p>Age: Not above 28 years as on 15th July, 2020.</p>
05.	Library Attendant (Scale of Pay-Rs 18,000/- Level-1)	03 (1-UR, 1-OBC-PWD** [Deaf & Hard of Hearing], 1-ST)	<p>Essential: HSLC passed Or equivalent from a recognized Board.</p> <p>Desirable: Certificate course in Library Science from a recognized institution and working knowledge of Computer.</p> <p>Age: Not above 28 years as on 15th July, 2020.</p>

06.	Laboratory Attendant (Scale of Pay-Rs 18,000/- Level-1)	04 (1-UR,2-UR- PWD**[1, Deaf & Hard of Hearing and indicated multiple disabilities 1, indicated autism] 1-OBC)	Essential: HSLC passed Or equivalent from a recognized Board Desirable: Working knowledge of Computer applications. Age: Not above 28years as on 15 th July, 2020.
07.	MTS (Scale of Pay-Rs 18,000/- Level-1)	4(1-UR,1-OBC- PWD** [Blindness and low vision] ,1- SC,1-ST)	Essential: HSLC passed Or equivalent from a recognized Board Desirable: Working knowledge of Computer applications. Age: Not above 28years as on 15 th July, 2020

B. Details of Eligibility criteria for Non-Teaching positions at Diphu Campus:

01.	Assistant Registrar (Scale of Pay-Rs 56,100/- Level 10)	1(UR)	Essential qualification. A Master degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with good academic record, as laid down by UGC. Desirable: 3 Years experience in supervisory capacity in educational administration or conduct of examinations. Age: 35 years as on 15 th July, 2020.
02.	Section Officer (Scale of Pay-44,900/- Level-7)	2 (UR)	Essential: 1. A Bachelor's Degree from a recognized University or equivalent degree with at least three years experience in handling Educational Administration /General Admin./ Exam./Accounts & Finance in a University/ Research Institution/ Government department /Autonomous bodies/ PSU, with working knowledge of computer application. 2. Three (3) years of regular service in the Grade Pay of Rs. 4,200/- or above having administrative background in Govt./Academic Institutes/Autonomous Bodies, Or 8 years of regular service as UDC at least in the GP of Rs. 2,400/- in Govt./Academic Institutes/ Autonomous Bodies. Age: Not above 35 years as on 15 th July, 2020.
03.	Personal Assistant (Scale of Pay- Rs 35,400/- Level 6)	1 (UR)	Essential: 1) 10+2 standard passed. 2) Shorthand and typing speed 100/40 w.p.m. respectively. 3) Certificate course in Computer application, 4) Proficiency in English. Desirable: Diploma/Certificate in Stenography.
04.	Lower Division Clerk. (Scale of Pay-Rs 19,900/- Level-2)	1 (UR)	Essential: 10+2(HS/SLC) or equivalent qualification from a recognized Board or University with Certificate course in Computer applications. Age: Not above 28 years as on 15 th July, 2020
05.	Laboratory Attendant (Scale of Pay-Rs 18,000/- Level-1)	1(UR)	Essential: HSLC or equivalent qualification from a recognized Board or University. Desirable: Working knowledge of Computer applications. Age: Not above 28 years as on 15 th July, 2020.

Important Notes & Instructions

1. The medium of instruction in the University is English.
2. **Mode of Selection:** The mode of selection i.e. Selection through written test/Skill test/Viva-Voce vis a vis Syllabus & scheme of examinations etc and the centre of written/Skill test etc shall be decided in due course & notified accordingly.
3. Age relaxation for SC/ST/OBC & PWD candidates shall be as per GOI guidelines; however age relaxation for internal candidates shall be as per Assam University Recruitment and Promotion Rules, 2013. If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him /her will be admissible either as a "person with disability" or as a "Central Government employee", whichever may be more beneficial to him/her.
4. Candidates in service should submit application through proper channel or enclose "NO OBJECTION CERTIFICATE", from their present employer. However, an advance copy may be sent directly. Application received after stipulated date or incomplete will not be entertained and shall be rejected; no further correspondence will be made in this regard.
5. Mere submission of application / satisfying the eligibility criteria does not entail the candidate to be called for interview. University reserves the right to shortlist the applications and call for interview whenever interview is held. The University also reserves the right to reject the candidature of the candidate at any stage of recruitment / selection process, if anything found false, tampered, fabricated or suppression of any information while registering the application and submitting the certificate/ testimonials.
6. **Educational Qualifications:** (a) The candidates must have passed required examination or equivalent examination from a recognized Board/Council or University. (b) As per Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. (c) As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23.06.2017, under Part-I (2) (P), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode. (d) All candidates shall have to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared passed. (e) Order/ letter in respect of equivalent Educational Qualifications will require to be produced by the candidates at the time of Document Verification or as and when required by the University, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of the Employment Notification etc. (f) Candidates who have not acquired/ will not acquire the essential qualification as on 15.07.2020 will not be eligible and need not apply.
7. If there is any change in the address after submission of application, the candidates should in his/ her own interest arrange with the post office concerned for redirection of the communication from old to new address.
8. **Separate application is required to be submitted for each Post.**
9. Any subsequent representation for change of community status as well as post etc will not be entertained under any circumstances.
10. Reservation is available for Persons with disabilities under the Persons with Disabilities (Equal Opportunities, Protection of Rights & full Participation) Act, 1995 and its amendments. As reservation for physically challenged candidates is on horizontal basis, the selected candidates will be placed in the appropriate category. **The candidates are requested to read carefully the OM/GoI's guidelines given at the annexure.
11. **Applicants for the reserved post of OBC are required to submit a certificate regarding his/ her "OBC Status and belongingness to NON -CREAMY LAYER" from the appropriate authority.**
12. The application form should be written and signed by the candidate in his own handwriting only.
13. **Candidate should clearly mention the Campus otherwise application will be rejected summarily.**
14. **Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for any other purpose.**
15. The Reservation for **Persons with Disabilities** is admissible only for those who suffer from not less than **40 per cent** of relevant disability.

16. The University reserves the right to postpone / cancel this recruitment exercise for any / all the posts without assigning any reason.
17. Canvassing in favour of candidature both direct and indirect is strictly prohibited. Violation of this code of conduct will be treated as misconduct and will be brought to the notice of selection committee. The University reserves the right to cancel candidature of such candidates at any point of time if found in canvassing in any form.
18. Details of eligibility, qualification, experience, Pay Scale etc and application form can be downloaded from Assam University website [http:// www.aus.ac.in](http://www.aus.ac.in) .
19. **Application fee:** - Rs. 500.00 for General & OBC Candidates. Women and Candidates claiming reservation against SC/ST/PWD reserve vacancies need not to pay any application fees, however such candidates have to pay Rs 200/- as charge towards postal expenses etc. Candidate shall clearly indicate/ mention the campus (i.e.: Silchar/ Diphu) for which applied. The Candidate shall also have to clearly mentioned the category (i.e.: UR/EWS/OBC/SC/ST/PWD) of the post for which applied.
20. The candidates claiming as economically weaker section (EWS) are required to submit INCOME & ASSET CERTIFICATE issued by the appropriate authority in the prescribed format.
21. **Mode of Payment:** NEFT/IMPS on or after the date of advertisement but before the last date prescribed for the receipt of the applications as per the bank details. →Account Number: 20050100000007 IFSC Code: UCBA0002005 UCO Bank, Assam University Branch. Application fees if paid in any other mode shall not be accepted.
22. **The eligibility of candidate will be determined in terms of age and other criteria on the last date of submission of application form.**
23. **Self Attested copies of following are to be attached with original application in the following order:**
 - a) Age proof
 - b) HSLC/SSLC/Matric or equivalent certificate
 - c) HSC/PUC/or equivalent certificate
 - d) (i) Diploma (ii) Degree Certificates
 - e) SC/ST/OBC/PwD certificate or Income & Asset certificate in appropriate format, if applicable,
 - f) Experience certificate, if any
 - g) NOC from the employer, if applicable
 - h) Recent proof for salary drawn, if any
 - i) Any other relevant and or applicable documents.
24. Completed application with all the required enclosures properly attached in a sealed cover super scribed with "Post applied for & Campus" with Advertisement no. etc must reach to:
The Assistant Registrar (Recruitment)
Assam University, Silchar
Raja Rammohan Roy Administrative Building
PO: Assam University
Pin Code - 788011 Cachar, Assam
25. **Last date** for receipt of filled in application form is **15th July, 2020**. The University shall not be responsible for any postal delay or mishandling by any third party like Courier Company etc. Applications received after the last date of receipt of application form will be summarily rejected. Any change/amendment to the Employment notification No 2/2020 or associated to it will be notified in the University website only, as such all stakeholders are requested to visit university website frequently.

Sd/-
Registrar