



ASSAM UNIVERSITY
(A Central University Established in 1994)
SILCHAR-788011, ASSAM

Eligibility, Service Conditions & Guidelines.

Ref: Employment Notification No. 4/2017 dated 09/08/2017.

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

Sl. No	Post & Scale of Pay	No. of Post, Category	Eligibility
01.	Internal Audit Officer (to be filled on deputation basis) (Scale of Pay-15,600-39,100 with GP of Rs. 7,600)	1 (UR)	From amongst the Officer's of any of the organized Account Cadre/ Service in the pay scale of Rs. 15,600-39,100 with GP of Rs. 7,600/- or in the pay scale of Rs. 15,600-39,100 with GP of Rs. 6,600/- and having minimum 3 years experience in GP of Rs. 6,600/- or in the pay scale of Rs. 15,600-39,100 with GP of Rs. 5,400 and having minimum 5 years experience in GP of Rs. 5,400/-
02.	Assistant (Scale of Pay-9,300-34,800 with GP of Rs. 4,200/-)	1(OBC)	Essential: 1) Graduate from any recognized University in any subject, with certificate course in computer application. 2) 3 (three) years experience as UDC (PB-1-Rs. 5,200-20,200/- with GP of Rs. 2,400/-) or equivalent Or Graduate from a recognized University in any discipline with 10 years experience as LDC or equivalent in the pay scale of Rs. 5,200-20,200/- with GP of Rs. 1,900/-. Desirable: Preference will be given to candidates with higher qualifications. Age: Not above 35 years as on 13/09/2017.
03.	Hindi Translator (Scale of Pay-9,300-34,800 with GP of Rs. 4,200/-)	1(UR)	Essential: i) Masters Degree of a recognized University in Hindi/English with English/Hindi as a main/optional subject at degree level. 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. Desirable: Working Knowledge of computer applications Age: Not above 30 years as on 13/09/2017.
04.	Junior Engineer (Scale of Pay-9,300-34,800 with GP of Rs. 4,200/-)	1(UR)	Essential: 3 years Diploma in Civil Engineering from a recognized institution. Desirable: Working experience in the concerned field. Age: Not above 32 years as on 13/09/2017.
05.	Upper Division Clerk (Scale of Pay-5,200-20,200 with GP of Rs. 2,400/-)	1 (UR)	Essential: Graduate from recognized University in any discipline with certificate course in computer application. Desirable: Candidates with 3 years experience as LDC or equivalent from Central /State Govt./Universities and other autonomous organizations with working knowledge of

			computer. Age: Not above 32 years as on 13/09/2017.
06.	Laboratory Assistant for Department of Pharmaceutical Science (Scale of Pay-5,200-20,200 with GP of Rs. 2,400/-)	1(SC)	Essential: Bachelor Degree/2 years Diploma in relevant Subject. Age: Not above 28 years as on 13/09/2017.
	Laboratory Assistant for Department. of Agricultural Engineering (Scale of Pay-5,200-20,200 with GP of Rs. 2,400/-)	1 (OBC)	Essential: Bachelor Degree/3 years Diploma in relevant Subject. Age: Not above 28 years as on 13/09/2017.
07.	Lower Division Clerk (Scale of Pay-5,200-20,200 with GP of Rs. 1,900/-)	3 (1UR, 1; OBC, 1 PWD-VH)	Essential: 10+2 (HSSLC) or equivalent qualification from a recognized Board or University with certificate course in computer applications. Age: Not above 28 years as on 13/09/2017.
08.	Library Attendant (Scale of Pay-5,200-20,200 with GP of Rs. 1,800/-)	3 (1UR,1OBC, 1SC)	Essential: HSLC passed Or equivalent from a recognized Board. Desirable: Certificate course in Library Science from a recognized institution and working knowledge of Computer. Age: Not above 28 years as on 13/09/2017.
09.	Laboratory Attendant for Department of Agricultural Engineering (Scale of Pay-5,200-20,200 with GP of Rs. 1,800/-)	1 (PWD – Loco motor Disability / Cerebral Palsy one leg affected)	Essential: HSLC passed Or equivalent from a recognized Board Desirable: Working knowledge of Computer applications. Age: Not above 28years as on 13/09/2017.
10.	Laboratory Attendant for Department of Pharmaceutical Science. (Scale of Pay-5,200-20,200 with GP of Rs. 1,800/-)	1(OBC)	Essential: HSLC passed Or equivalent from a recognized Board Desirable: Working knowledge of Computer applications Age: Not above 28 years as on 13/09/2017.
11.	Laboratory Attendant for Deptt. of Electronics & Communication Engg. (Scale of Pay-5,200-20,200 with GP of Rs. 1,800/-)	1(UR)	Essential: HSLC passed Or equivalent from a recognized Board. Desirable: Working knowledge of Computer applications. Age: Not above 28 years as on 13/09/2017.
12.	Laboratory Attendant for Deptt. of Mass Communication (Scale of Pay-5,200-20,200 with GP of Rs. 1,800/-)	1(SC)	Essential: HSLC or equivalent qualification from a recognized Board. Desirable: Working knowledge of Computer applications. Age: Not above 28 years as on 13 /09 /2017.
13.	Laboratory Attendant for Department of Visual Arts (Scale of Pay-5,200-20,200 with GP of Rs. 1,800/-)	1(ST)	Essential: HSLC or equivalent qualification from a recognized Board or University. Desirable: Working knowledge of Computer applications. Age: Not above 28 years as on 13/09 /2017.

14.	Laboratory Attendant for Department of Education (Scale of Pay-5,200-20,200 with GP of Rs. 1,800/-)	1(OBC)	Essential: HSLC or equivalent qualification from a recognized Board or University. Desirable: Working knowledge of Computer applications. Age: Not above 28 years as on 13/09/2017.
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B. Details of Eligibility criteria for Non-Teaching positions at **Diphu Campus:**

01.	Deputy Registrar Pay band: 15,600-39,100 +GP Rs7,600/-	1(UR)	Essential qualification. (i) A Master degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with- (ii) Nine years of experience as Assistant professor in the AGP of Rs. 6000/- and above with experience in educational administration, Or (iii) Comparable experience in research establishment and /or other institutions of higher education. Or (iii) 5 years of administrative experience as Assistant Registrar or in an equivalent post carrying a scale of PB3- Rs 15,600-39,100+GP Rs5400/- or equivalent. Desirable: Experience in establishment, financial administration and/or in the conduct of University examinations or other comparable examinations. Age: 50 years as on 13 /09 /2017.
02	Assistant Registrar Pay band: 15,600-39,100 +GP Rs 5,400/-	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 13/09/2017.
03.	Section Officer (Scale of Pay-9,300-34,800 with GP of Rs. 4,600)	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 13/ 09/2017.
04.	Personal Assistant (Scale of Pay-9,300-34,800 with GP of Rs. 4,200/-)	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.

05.	Lower Division Clerk. (Scale of Pay-5,200-20,200 with GP of Rs. 1,900/-)	1 (UR)	Essential: 10+2(HSSLC) or equivalent qualification from a recognized Board or University with Certificate course in Computer applications. Age: Not above 28 years as on 13/09/2017.
06.	Laboratory Attendant for Department of Physics (Scale of Pay-5,200-20,200 with GP of Rs. 1,800/-)	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 13/09/2017.

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 etc shall be decided in due course & notified accordingly.
3. **Age relaxation for internal candidates shall be as per Assam University Recruitment and Promotion Rules, 2013.**
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. 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.
7. **Separate application is required to be submitted for each Post.**
8. **Against specific reserved community quota, only candidates of that particular community will be considered.** A relaxation of 5% may be provided from 55% to 50% of the marks at the master's level for the SC/ST category for all posts and to the physically and visually handicapped persons in appointments as Assistant Professor. Please note - (a) Caste certificate from competent authority for SC, & ST candidates in the prescribed format have to be produced. PWD candidates claiming the benefits of reservations should submit a copy of Medical Certificate as specified in the disabilities Act of 1995 in support of their disability. (b) If the candidates wish to be considered against a specific community quota and tick the community column accordingly, their application will be rejected unless proof of community in the prescribed format is enclosed. (c) Any subsequent representation for change of community status will not be entertained under any circumstances.
9. Reservation is available for Persons with disabilities under section 33 of the **Persons with Disabilities (Equal Opportunities, Protection of Rights & full Participation) Act, 1995.** As reservation for physically challenged candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (viz -SC/ST/OBC/PWD/UR).
10. **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.**
11. The application form should be written and signed by the candidate in his own handwriting only.
12. **Candidate should clearly mention the Campus otherwise application will be rejected summarily.**
13. **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.
14. **The crucial date of eligibility shall be the last date of submission of the application form.**
15. **The University reserves the right to postpone / cancel this recruitment exercise for any / all the posts without assigning any reason.**
16. **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.**
17. 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) ". **Application fee: - Rs. 500.00 for General & OBC Candidates. Candidates claiming reservation against SC/ST/PWD reserve vacancies need not to pay any application fees, however such candidates have to pay Rs 100/- as charge towards postal expenses. 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/OBC/SC/ST/PWD) of the post for which applied.** The filled in application form is to be submitted in a sealed cover super scribed with "Post applied for & Campus" with Advertisement no. etc to **The Registrar, Assam University, Raja Rammohan Roy Administrative Building, Silchar-788 011. Mode of Payment:** Application fee has to be submitted through demand draft only drawn in favour of **Finance Officer, Assam University, Silchar payable at UCO Bank, Silchar (Branch Code 2005) or State Bank of India, Silchar (Branch Code 7061).** Other mode of payment of application fee shall not be accepted.
18. **The eligibility of candidate will be determined in terms of age and other criteria on the last date of submission of application form.**
19. **Last date for receipt of filled in application form is 13/09/2017.** The University shall not be responsible for any postal delay. Applications received after the last date of receipt of application form will be summarily rejected.

Sd/
Registrar