



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 08 / 2021

Applications (through online only) are invited from eligible candidates for the posts of (i) Internal Audit Officer (On Deputation basis) (01), (ii) Assistant Registrar (02), (iii) Deputy Librarian (01), (iv) Information Scientist (01), (v) UDC (04), (vi) LDC (04), (vii) Junior Accountant (02) and (viii) Technical Assistant (01). 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 13.07.2021 (Till 11.59 PM, IST).

Registrar



तेजपुर विश्वविद्यालय

(एक केंद्रीय विश्वविद्यालय)

तेजपुर – 784028 असम

विज्ञापन संख्या: 08 / 2021

(i) आंतरिक लेखा-परीक्षा अधिकारी (प्रतिनियुक्ति) (01), (ii) सहायक कुलसचिव (02), (iii) उप पुस्तकालयाध्यक्ष (01), (iv) सूचना वैज्ञानिक (01), (v) यू डी सी (04), (vi) एल डी सी (04), (vii) कनिष्ठ लेखाकार (02) और (viii) तकनीकी सहायक (01) 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 माध्यम से विधिवत भरे हुए आवेदन प्राप्त करने की अंतिम तिथि 13.07.2021 (रात्रि 11.59 बजे तक) है।

कुलसचिव

Memo No.F.01-3/XVII(E)/ 593-A

Date: 09.06.2021

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. Vigilance Officer, Tezpur University.
6. Joint Registrar (Admin) / Assistant Registrar (Admin) / Assistant Director (OL) / Section Officer (SCT Cell), Tezpur University.
7. **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) **Hindustan Times, New Delhi**, (ii) **The Hindu, Chennai**, (iii) **The Telegraph, Kolkata**, (iv) **The Times of India, Mumbai**, (v) **The Assam Tribune**, Guwahati, (iii) **Amar Asom**, Guwahati (Assamese Vernacular daily).
B) Through **University News**: Both English & Hindi versions.
C) On **Employment News** (English version) and **Rozgar Samachar** (Hindi Version),
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.
8. Webmaster, Tezpur University, with a request to float the advertisement and other details attached herewith in the University Website.
9. Director, Doordarshan Kendra, Guwahati, with a request to telecast as local announcement.
10. Station Director, All India Radio, Guwahati, with a request to broadcast as local announcement.
11. Secretary, Dept. of Secondary & Higher Education, Ministry of HRD, Government of India, Shastri Bhavan, New Delhi-110 115.
12. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.
13. Secretary, Personnel Department, Ministry of Personnel & Training, Govt. of India, New Delhi-110001.
14. Chairperson, National Commission for Backward Classes, Government of India, Trikot-1, Bhikaji Cama Place, New Delhi - 110 066.
15. Chairperson, National Commission for Scheduled Castes, Government of India, 5th Floor, 'A' Wing, Loknayak Bhawan, Khan Market, New Delhi-110003.
16. Chairperson, National Commission for Scheduled Tribes, Government of India, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
17. Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110001.
18. Registrars of all Indian Universities/IITs.
19. Assistant Director of Employment, District Employment Exchange, Sonitpur, Tezpur.
20. Tezpur University Notice Boards / Concerned files.

Registrar

Tezpur University



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Applications through ONLINE portal can be submitted from	14.06.2021 (09.00 AM)
Last date of submission of filled-in applications through ONLINE portal	13.07.2021 (Till 11.59 PM, IST)
Last date of submission of duly signed hard copy of the online application along with supporting documents	23.07.2021

Applications through ONLINE mode only, available in Tezpur University ONLINE Recruitment Portal <https://tezunt.samarth.edu.in> (please type the link in your browser and press ENTER key) 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.	Internal Audit Officer (01) (on Deputation) (Administration)	Group-A	Level-12 with rationalized entry Pay of Rs. 78,800/- (Pre-revised PB-3: Rs. 15,600-39,100/- + Grade Pay: Rs. 7,600/-)	Not exceeding 50	UR
2.	Deputy Librarian ^A (01) (Central Library)	Group-A	Level-12 with rationalized entry Pay of Rs. 79,800/- (Pre-revised PB-3: Rs. 15,600-39,100/- plus Academic Grade Pay: Rs. 8,000/-)	Not exceeding 50 Years	UR
3.	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/- plus Grade Pay: Rs. 5,400/-)	Not exceeding 35 Years	OBC
4.	Assistant Registrar (02) ^B (Administration)	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 35	1-UR; 1-EWS
5.	Upper Division Clerk (04) ^C (Administration)	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 years	2-UR 1-OBC 1-EWS
6.	Lower Division Clerk (04) (Administration)	Group-C	Level-2 with rationalized entry Pay of Rs. 19,900/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 1,900/-)	Between 18 – 27 years	1-UR 2-OBC 1-ST
7.	Junior Accountant (02) ^D (Administration)	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 years	1-SC 1-OBC
8.	Technical Assistant (01) (Physics)	Group-C	Level-5 with rationalized entry Pay of Rs. 29,200/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 2,800/-)	Between 18 – 27 years	EWS

A – Lien vacancy up to 23.03.2022

C – 01 (EWS) anticipated vacancy

B – 01 (UR) Lien vacancy up to 29.12.2022

D – 01 (OBC) Lien vacancy up to 16.10.2023

ABBREVIATIONS: UR-unreserved, OBC-Other Backward Classes (Non Creamy Layer), SC-Scheduled Caste, ST-Scheduled Tribe, PWD-Persons With Disability, EWS-Economically Weaker Sections

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NOTE (1)	:	The above pay bands carry other allowances admissible as per Government of India rules.
NOTE (2)	:	With regard to age limit, the crucial / reckoning date shall be the last date of receipt of applications as mentioned in the advertisement.
NOTE (3)	:	The post of Internal Audit Officer shall be filled up on Deputation for a maximum period of five (5) years. The deputation shall be on the standard terms of deputation contained in DoP&T O.M. No. 2/29/91-Estt.(Pay.II) Dated 05.01.1994 as amended from time to time [<i>read with DoP&T O.M. No. 6/8/2009-Estt.(Pay.II) Dated 17.06.2010</i>].
NOTE (4)	:	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 5 years for applicants belonging to Scheduled Castes & Scheduled Tribes and 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, 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 per Tezpur University rules.
NOTE (5)	:	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.
NOTE (6)	:	The posts marked as A, B, C & D above at Page No. 2 are lien / anticipated vacancies at the moment and likely to be continued as anticipated vacancies. <u>If the regular incumbent reverts to their posts on or before expiry of the lien periods, the appointment against this advertisement shall be terminated with one month's notice. If the regular incumbents do not revert back and the lien in respect of the regular incumbents end on or after the lien period, appointment against this advertisement will continue as permanent.</u>
Application Fee	:	A non-refundable application fee of Rs. 500/- (Rupees five hundred only) (Exempted for SC/ST/PWD categories). Mode of payment: Through online bank transfer, for which details are as below: Account Name: Tezpur University Recurring Savings Bank Account No. 37854250831 Bank Name & Branch: State Bank of India, Tezpur University Branch Napaam, Tezpur-784028, Assam IFS Code: SBIN0014259 Applicants must submit copy of the e-generated receipt of the payment along with the hard copy of the application.

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9/15/21



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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.	Internal Audit Officer (on Deputation) (Administration) (1-UR)	Officers holding analogous posts on regular basis or with five (05) years' regular service in the scale of pay of Rs. 10,000-325-15,200/- (5th CPC) / Rs. 15,600-39,100/- (PB-3) plus Grade Pay of Rs. 6,600/- (6th CPC) / Level-11 with rationalized entry Pay of Rs. 67,700/- from the Central / State Govt., Universities and other autonomous organizations. [Please refer to NOTE (3) at pre-page]
2.	Deputy Librarian ^A (Central Library) (1-UR)	i) A Master's degree in Library Science / Information Science / Documentation Science with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed. ii) Eight years' experience as an Assistant University Librarian / College Librarian. iii) Evidence of innovative library services including integration of ICT in Library. iv) A Ph.D. degree in Library Science / Information Science / Documentation Science / Archives and manuscript keeping / computerization of library.
3.	Information Scientist ^B (Central Library) (1-OBC)	A) (i) Master's Degree in Library and Information Science (MLISc) with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed. (ii) Post Graduate Diploma in Computer Applications (PGDCA) or M.Sc. in Computer Science / Information Technology. OR B) (i) M.E. / M: Tech. in Computer Science & Engineering / Electronic & Communication Engineering with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed. (ii) Minimum two (02) years' experience in Library Automation, Library Networking and Application of Web Technologies in Library. OR C) (i) Master of Computer Applications (MCA) with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed with two years of relevant experience. (ii) Minimum two (02) years' experience in Library Automation, Library Networking and Application of Web Technologies in Library.
4.	Assistant Registrar (Administration) (1-UR, 1-EWS) ^C	A Master's Degree in any subject with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale.
5.	Upper Division Clerk (Administration) (2-UR, 1-OBC, 1-EWS)	Essential: A Bachelor's degree from any recognized university. Desirable: Working knowledge of computer.
6.	Lower Division Clerk (04) (1-UR, 2-OBC, 1-ST)	(i) 12 th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 30 w.p.m. in English on manual typewriter Or A typing speed of 35 w.p.m. in English on computer. [35 w.p.m. and 30 w.p.m. correspond to 10500 and 9000 Key Depression Per Hour (KDPH) respectively on an average of 5 key depression for each word].
7.	Junior Accountant (Administration) (1-SC, 1-OBC) ^D	Essential: A Bachelor's degree in Commerce from any recognized university. Desirable: Working knowledge of computer.
8.	Technical Assistant (Physics) (1-EWS)	Essential: 1) B. Sc. with major in Physics from a recognised University. 2) Two (2) years' experience in similar job in a college / university laboratory or equivalent organisation. Desirable: Candidates with experience in handling sophisticated analytical equipments related to the Departmental Laboratory / Workshop may be preferred.



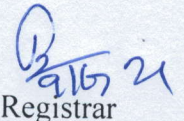
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Mere fulfilment of minimum eligibility criteria shall **not entitle** a person for consideration. The decision of the Screening Committee(s) for short-listing of candidates shall be final and binding. The University reserves the right to fill up or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

After submission of the ONLINE application in the portal, a duly signed hard copy (pdf) of the completed application(s) must be submitted to “**The Registrar, Tezpur University, Tezpur-784 028, Assam**” along with all necessary enclosures including the proof of submission of application fee and “No Objection Certificate (NOC)”, wherever applicable, **latest by 23.07.2021**. The envelope containing the application should be superscribed “**Application for the post of ... (name of the post), Advt. No. 08 /2021**”.

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

Memo No.F.01-3/XVII(E)/ 593-A

Date: 09.06.2021