



**ASSAM UNIVERSITY**  
(A Central University Established in 1994)  
SILCHAR-788011, ASSAM  
**Employment Notification no 2/2018 dated 4<sup>th</sup> May, 2018**

Applications in prescribed format are invited from Indian national for filling up the following non-teaching positions in the University.

Sl. No	Post & Scale	No. of Post & Category	Eligibility
1.	<b>Deputy Registrar in the scale of pay level-12 in the pay Matrix Rs. 78800 - 209200/-</b>	01 (SC)	Essential Qualification: (a) Master degree with at least 55% of the marks or equivalent grade in point scale wherever grading system is followed (b) Nine years of experience as Assistant Professor in the academic level 10 and above with experience in educational administration , <b>or</b> (c) Comparable experience in research establishment and/or other institutions of higher education , <b>or</b> (d) 5 years of administrative experience as Assistant Registrar or in equivalent post. <b>Desirable:</b> <u>Experience in Establishment/Financial administration and or Conduct of University Examinations or other comparable examinations</u> <b>Age: Not exceeding 50 years as on 9th June, 2018.</b>
2.	<b>Internal Audit Officer ( To be filled on deputation basis) in the scale of pay level-12 in the pay Matrix Rs. 78800 - 209200/-</b>	01	From amongst the officer's of the organized Accounts Cadre/ Service in the scale of pay level 12 in the Pay Matrix of Rs. <b>78800 - 209200/-</b> or having minimum 3 years experience in the scale of pay level 11 in the Pay Matrix of Rs <b>67,700-2, 08,700</b> - or having minimum 5 years experience in the scale of pay level 10 in the Pay Matrix of Rs <b>56,100-1, 67,800.</b>  <b>Age: Not exceeding 56 years as on 9th June, 2018.</b>

The detail eligibility criteria, application format, other terms and conditions etc for the above mentioned positions may be seen at the university website <http://www.aus.ac.in>

The last date of submission of application is **9th June, 2018.**

Registrar

## **Important Notes & Instructions**

1. The candidates fulfilling the laid down eligibility may submit their application to the **Registrar, Assam University, Raja Rammohan Roy Administrative Building, Recruitment Cell, PO-Assam University, Silchar 788011, Cachar, Assam, India**. The last date of submission of application is **9th June, 2018**. Application form should be submitted along with a Demand draft of Rs 500/- (Rupees Five hundred) SC/ST & PWD candidate will submit a Demand Draft for Rs 200/- (Two hundred rupees) being the postal expenses only. Demand Draft is to be drawn in favour of the **Finance Officer, Assam University, Silchar**. 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.
2. **The Post of Internal Audit Officer shall be filled/appointed on deputation basis.**
3. Last Date of submission of application form in prescribed form is **9th June, 2018**.
4. University reserves the right to consider names of suitable candidates who may not apply formally.
5. If there is any change in the address after submission of application, the candidates should in his/ her personal interest arrange with the post office concerned for redirection of the communication from old to new address.
6. Separate application is required to be submitted for each Post.
7. The application form should be written and signed by the candidate in his own handwriting only. Incomplete application will be out-rightly rejected.
8. Application once made will not be allowed to be withdrawn.
9. The crucial date of eligibility shall be the last date of submission of the application form. Age relaxation is admissible as per Government of India Rules.
10. The University reserves the right to postpone / cancel this recruitment exercise without assigning any reason.
11. TA: Candidates who will attend the interview will be paid 3AC class train fare through shortest route on production of relevant tickets only. Bus fare shall be reimbursed only if there is no rail connectivity.
12. Canvassing in favor 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.
13. Certificate in support of experience shall be in proper format i.e. it shall bear the organization's letter head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
14. The University will not be responsible for any postal delay in any correspondences with the applicants/candidates.
15. Application after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered.
16. The University shall verify the antecedents or documents submitted by a candidate, at any time, at the time of appointment or during the tenure of service. In case of fake documents, clandestine antecedents or suppression of information, services in the University shall be terminated.
17. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after issue of appointment, the University reserves the right to

- modify/withdraw/cancel the appointment without any communication made to the candidate(s).
18. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications and fulfill the eligibility criteria in terms of experience etc, and submit his/her application duly filled in along with the desired information and supporting self attested documents.
  19. No correspondence whatsoever will be entertained from candidates regarding conduct of test/interview and result of interview before actual notification from the University and reasons for not being called for interview.
  20. **Canvassing directly or indirectly at any stages of the recruitment process will lead to disqualification.**
  21. The application for appointment on deputation may be forwarded by the employer along with the annual performance Appraisal reports (APARs/ACRs) for preceding five years duly certified by the competent authority.
  22. The screening committee may decide its own method of screening of applications received and short listing of candidates for written/Skill test/interview.
  23. The selection committee may decide its own method of evaluating the performance of the candidates in test and or interview. In case of any ambiguity/dispute that may occur in the process of selection, the decision of the University will be final.
  24. A person will not be eligible to apply for any post in the university:
    - a. Who has been convicted by any court of law or any criminal proceeding are pending against him.
    - b. Who has entered into or contracted a marriage with a person having a spouse living; provided that competent authority of the university may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from operation of these rules.
    - c. Any other category of person disqualified for appointment by the Government of India/UGC.
  25. **Special Instruction:**
    - a. Caste Certificate: The candidates should clearly state to which category they belong. They should also enclose a certificate as specified by the competent authority & issued by the competent authority as proof to this effect, without which the applications will not be considered.
    - b. **Candidate will have to bring all original testimonials/ certificates relating to his/ her age, qualification, experience and caste etc. at the time of test/interview. In case the candidate fails to submit the original documents for verification of the self attested photocopies of the enclosures to his/ her application, he or she shall not be allowed to appear at the test/interview and his candidature shall be treated as cancelled without any further communication in this regard.**

Registrar



**ASSAM UNIVERSITY**

(A Central University Established in 1994)

SILCHAR-788011, ASSAM

**Employment Notification no 2/2018 dated 4<sup>th</sup> May, 2018**

Applications in prescribed format are invited from Indian national for filling up the following non-teaching positions in the University. The vacancy position & reservations are shown within brackets.

**1. Deputy Registrar (1,SC)**

**2. Internal Audit Officer(1)**

The detail eligibility criteria, application format, pay level & matrix, other terms and conditions etc for the above mentioned positions may be seen after visiting the university website **<http://www.aus.ac.in>**.

The last date of submission of application is 9<sup>th</sup> June, 2018.

Registrar



**ASSAM UNIVERSITY  
(A Central University)  
Silchar-788 011**

**APPLICATION FORMAT FOR NON TEACHING POST  
Use separate format for each post**

**DOWNLOADED**

**(Please read carefully the instructions given in the eligibility criteria before filling the format. All entries should be in the candidate's own handwriting)**

1. Employment Notification no. 2/2018 Dated:4<sup>th</sup> May,2018

2. Post applied for

3. Fees paid DD No

**(Please write Name & post applied for on backside of Demand Draft)**

Paste a  
recent stamp  
size  
photograph and  
sign across

4. a) Name in full ( in capital letters):

b) Father's/Husband's Name :

c) Mothers Name:

d) Whether belong to : SC – Yes / No

(Please enclose attested copy of caste /disability proof certificate issued by the competent authority)

e) Place of birth

f) Date of birth (C hristian era)

g) Age (in years as on )

5.

<p>(a) (I) Permanent address (with phone number and e-mail address)</p>	<p>(b) Address for correspondence (with phone number and e-mail address)</p>
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6. a. Educational Qualifications (commencing with Matriculation) Attach self attested photo copies (Originals to be produced when called for interview)

Sl No	Examination passed	University/ Board	Year	Total Marks	Marks Obtained	Class/ Division / Grade	% of marks	Subject offered

b. Details of Research Publication (attach separate Sheet if necessary):

7. Details of employment (details of present post at the beginning)

Post held	Office/ Institution where employed	Date of Joining	Date of leaving	Scale of pay	Basic pay Rs	Total allowances Rs	Total salary (Gross) Rs

(Please enclose attested copies of certificates/proof in support of employment)

8. (a) Do you fulfill the essential qualifications and experience as specified in the eligibility criteria :

(b) Are you fulfilling the Job requirement meant for the post applied?

9. Any other relevant particulars not covered in the above columns:

10. Have you any near relation among the staff of this University or employer of the university? If so, state:

Name of the Person	Designation	Relationship with the candidate

11. Are you a member of any Professional body? If so, give details (attach separate Sheet if necessary)

12. Name & address of two referees (These should be persons resident in India and in case the candidate is in employment, he/she should give his/her most recent employer as one of the referees)

(a) Name

Occupation or Position:

Address with Phone number & Email-ID

(b) Name

Occupation or Position:

Address with Phone number & Email-ID

I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief. If any information is found incorrect/wrong, I shall be liable for action as decided by the University authority.

Place:

Date:

Signature of the applicant

Name:

**Recommendation of the Employer**

Sri/Smt/Dr..... is a permanent/ temporary employee of this organization holding the post ..... which carries the pay level..... of Rs ..... and His/her application is forwarded for consideration and necessary action.

Place:

Date:

Signature

Seal