Applications in the prescribed form are invited from eligible candidates for the posts of (1) Internal Audit Officer (Deputation), (2) Deputy Director (Training & Placement), (3) Public Relations & Information Officer, (4) Technical Assistant (Computer Centre), (5) Library Assistant (Central Library), (6) Laboratory Assistants (for Departments of Food Engineering & Technology and Chemical Sciences), and (7) Machine Operator (Department of Electronics & Communication Engineering). Details of the advertisement, other terms and conditions and the application form are available in the University website www.tezu.ernet.in. Last date for receipt of filled-in application is 22.04.2016.
Applications in the **prescribed form** 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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post(s), No. of Post(s), Department / Office</th>
<th>Classification of Posts</th>
<th>Pay Band &amp; Grade Pay</th>
<th>Age Limit</th>
<th>Reservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Internal Audit Officer (01) (on Deputation) (Administration)</td>
<td>Group-A</td>
<td>PB-3: Rs. 15,600-39,100/- plus Grade Pay: Rs. 7,600/-</td>
<td>Not exceeding 55 Years</td>
<td>UR</td>
</tr>
<tr>
<td>2.</td>
<td>Deputy Director (01) (Training &amp; Placement) (Administration)</td>
<td>Group-A</td>
<td>PB-3: Rs. 15,600-39,100/- plus Grade Pay: Rs. 7,600/-</td>
<td>Not exceeding 45 Years</td>
<td>UR</td>
</tr>
<tr>
<td>3.</td>
<td>Public Relations and Information Officer (01) (Administration)</td>
<td>Group-A</td>
<td>PB-3: Rs. 15,600-39,100/- plus Grade Pay: Rs. 5,400/-</td>
<td>Not exceeding 40 Years (Pl. See Note-3 &amp; 4 below)</td>
<td>SC</td>
</tr>
<tr>
<td>4.</td>
<td>Technical Assistant (01) (Computer Centre)</td>
<td>Group-C</td>
<td>PB-I: Rs. 5,200-20,200/- plus Grade Pay: Rs. 2,800/-</td>
<td>Not exceeding 27 Years</td>
<td>UR</td>
</tr>
<tr>
<td>5.</td>
<td>Laboratory Assistant (01) (Chemical Sciences)</td>
<td>Group-C</td>
<td>PB-I: Rs. 5,200-20,200/- plus Grade Pay: Rs. 2,400/-</td>
<td>Not exceeding 27 Years</td>
<td>UR</td>
</tr>
<tr>
<td>6.</td>
<td>Laboratory Assistant (01) (Food Engineering &amp; Technology)</td>
<td>Group-C</td>
<td>PB-I: Rs. 5,200-20,200/- plus Grade Pay: Rs. 2,400/-</td>
<td>Not exceeding 27 Years</td>
<td>UR</td>
</tr>
<tr>
<td>7.</td>
<td>Library Assistant (01) (Central Library)</td>
<td>Group-C</td>
<td>PB-I: Rs. 5,200-20,200/- plus Grade Pay: Rs. 2,000/-</td>
<td>Not exceeding 27 Years (Pl. See Note-3 &amp; 4 below)</td>
<td>SC</td>
</tr>
<tr>
<td>8.</td>
<td>Machine Operator (01) (Electronics &amp; Communication Engineering)</td>
<td>Group-C</td>
<td>PB-I: Rs. 5,200-20,200/- plus Grade Pay: Rs. 1,900/-</td>
<td>Not exceeding 27 Years (Pl. See Note-3 &amp; 4 below)</td>
<td>SC</td>
</tr>
</tbody>
</table>

**NOTE (1):** Posts at Sl. 3 & 8 are **backlog reserved** vacancies.

**NOTE (2):** The above pay bands carry other allowances admissible as per Government of India rules.

**NOTE (3):** A relaxation of 5% shall be admissible to the SC applicants for the posts reserved for SC where any percentage (%) of marks is prescribed as the minimum requirement of eligibility.

**NOTE (4):** **Age prescribed as above is for general category applicants. Relaxation of upper age limit by 5 years for the SC candidates for the posts reserved for SC and relaxation for the Ex-serviceman and in-service personnel will be admissible as per Government of India rules.**

**NOTE (5):** With regard to age limit, the crucial / reckoning date shall be the last date of receipt of applications as mentioned in the advertisement.

**NOTE (6):** Number of post(s) may vary due to sanction of new post(s) or dynamic vacancies.

**NOTE (7):** 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 [read with DoP&T O.M. No. 6/8/2009-Estt.(Pay.II) Dated 17.06.2010].

**NOTE (8):** 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 skill test (where required) as per the provisions of DoPT, Government of India, Rules.

**Abbreviations:** UR-Unreserved, SC-Scheduled Caste

(Detailed advertisement for publication through TU website)
### PART-B: Details of the educational qualification(s), experience, etc.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post(s), No. of Post(s), Department / Office, Reservation</th>
<th>Minimum educational qualification, desirable qualification / experience, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Internal Audit Officer (01) (on Deputation) (Administration) (UR)</td>
<td>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/- (pre-revised) / Rs. 15,600-39,100/- (PB-3) plus Grade Pay of Rs. 6,600/-from the Central / State Govt., Universities and other autonomous organizations. (Please refer to NOTE (7) at pre-page)</td>
</tr>
</tbody>
</table>
| 2.      | Deputy Director (Training & Placement) (01) (Administration) (UR) | Essential:  
1. A Master’s Degree with at least 55% of the marks or its equivalent grade of ‘B’ in the UGC Seven Point Scale.  
2. At least five (05) years of experience in Training & Placement activities or relevant field(s) in a major institution / industry.  
Desirable: Candidates with the following background will be preferred -  
1) Engineering background  
2) M. Phil. / Ph.D. Degree  
3) Longer result-oriented experience in Training & Placement activities in a university/academic institution/industry at a supervisory level (not below the rank of an Assistant Professor / Assistant Registrar in PB-3 with AGP of Rs. 6,000/- or GP of Rs. 5,400/-).  
NOTE: The requirement of 55% of the marks will not be insisted upon for candidates who are already in the university system, but the minimum marks in such cases shall be at least 50% of the marks or its equivalent grade. |
| 3.      | Public Relations and Information Officer (01) (Administration) (SC – Backlog) | 1) A Master’s Degree with Public Relations / Mass Communication as specialization having at least 55% of marks or its equivalent grade.  
2) At least three (03) years’ experience in PR related works in institutions / industry of repute with proficiency in ICT, Hindi, English and good command over local languages.  
Desirable: Knowledge/experience of information management, documentation and dealing with foreign students / delegates. |
| 4.      | Technical Assistant (01) (Computer Centre) (UR) | Three (03) year Diploma in Computer Science / Electronics Engineering  
OR  
B. Sc. Degree followed by DOEACC ‘A’ level with two (2) years experience. |
| 5.      | Laboratory Assistant (01) (Chemical Sciences) (UR) | 10+2 pass in Science with Chemistry as a subject and two (2) years experience in similar job in a college or university laboratory. Candidates with higher qualification / experience will be preferred. |
| 6.      | Laboratory Assistant (01) (Food Engineering & Technology) (UR) | Post-matriculation 02 year Certificate / 03 year Diploma in Food Processing / Chemical Technology, offered by Govt. recognized institutions  
OR  
Post 10+2 Diploma in Food Processing / Chemical Technology, offered by Govt. recognized institutions.  
Desirable: Applicants with experience in food industries (operation and maintenance) 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 or to increase the number of posts, as required.

Completed applications in the prescribed format along with necessary enclosures are to reach "The Registrar, Tezpur University, Tezpur-784 028" on or before 22.04.2016. The envelope containing the application should be superscribed "Application for the post of ... (name of the post)". A non-refundable application fee of Rs. 200- (Exempted for SC/ST/PWD) in the form of Demand Draft only drawn on any nationalised bank in favour of The Registrar, Tezpur University, payable at Tezpur, must be submitted along with the application. The Demand Draft should not have been drawn before the date of issue of this advertisement. Candidates shall write their names and the post applied for on the reverse of the Bank Draft.

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 shall apply through proper channel or 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 should reach the undersigned within ten (10) days from the last date of receipt of applications.

LAST DATE OF RECEIPT OF APPLICATION is 22.04.2016.

Registrar
Tezpur University

Memo No.F.01-3/XII(E)/5262-A

Date: 23.03.2016

(Detailed advertisement for publication through TU website)