



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 01 / 2012

Applications in the prescribed format 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 / Centre	Pay Band & Grade Pay	Age Limit	Reservation (s)
1.	Librarian (01) (Central Library)	PB-4: ₹ 37,400-67,000/- plus Academic Grade Pay of ₹ 10,000/-	Not exceeding 50 Years	UR
2.	Information Scientist (01)* (Central Library)	PB-3: ₹ 15,600-39,100/- plus Academic Grade Pay: ₹ 6,000/-	Not exceeding 40 Years	OBC
3.	Assistant Librarian (01) (Central Library)	PB-3: ₹ 15,600-39,100/- plus Academic Grade Pay: ₹ 6,000/-	Not exceeding 40 Years	SC
4.	Technical Officer (01) (Dept. of Energy)	PB-3: ₹ 15,600-39,100/- plus Academic Grade Pay: ₹ 6,000/-	Not exceeding 40 Years	OBC
5.	Technical Officer (01) (Dept. of Civil Engineering)	PB-3: ₹ 15,600-39,100/- plus Academic Grade Pay: ₹ 6,000/-	Not exceeding 40 Years	ST
6.	Technical Officer (01) (Sophisticated and Analytical Instrumentation Centre)	PB-3: ₹ 15,600-39,100/- plus Academic Grade Pay: ₹ 6,000/-	Not exceeding 40 Years	OBC
7.	Training and Placement Officer (Assistant Director, Training & Placement) (01) (Administration)	PB-3: ₹ 15,600-39,100/- plus Grade Pay: ₹ 5,400/-	Not exceeding 40 Years	UR
8.	Public Relations & Information Officer (01) (Administration)	PB-3: ₹ 15,600-39,100/- plus Grade Pay: ₹ 5,400/-	Not exceeding 40 Years	SC
9.	Assistant Director of Sports (01) (Administration)	PB-3: ₹ 15,600-39,100/- plus Grade Pay: ₹ 5,400/-	Not exceeding 40 Years	UR
10.	Education Officer (Senior Technical Assistant) (01) (Equal Opportunity and Career Counselling Cell)	PB-2: ₹ 9,300-34,800/- plus Grade Pay: ₹ 4,600/-	Not exceeding 30 Years	UR
11.	Assistant Education Officer (Senior Technical Assistant) (01) (Equal Opportunity and Career Counselling Cell)	PB-2: ₹ 9,300-34,800/- plus Grade Pay: ₹ 4,200/-	Not exceeding 30 Years	ST
12.	Senior Technical Assistant (01) (School of Engineering)	PB-2: ₹ 9,300-34,800/- plus Grade Pay: ₹ 4,200/-	Not exceeding 30 Years	SC
13.	Nurse (GNM) (01) (Health Centre)	PB-2: ₹ 9,300-34,800/- plus Grade Pay: ₹ 4,200/-	Not exceeding 30 Years	OBC
14.	Stenographer Grade-II (01) (Administration)	PB-2: ₹ 9,300-34,800/- Grade Pay: ₹ 4,200/-	Not exceeding 30 Years	UR
15.	Technical Assistant (01)** (Dept. of English & Foreign Languages)	PB-1: ₹ 5,200-20,200/- plus Grade Pay: ₹ 2,800/-	Not exceeding 27 Years	SC

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Sl. No.	Post(s), No. of Post(s) & Department / Centre	Pay Band & Grade Pay	Age Limit	Reservation (s)
16.	Technical Assistant (01) (Sophisticated and Analytical Instrumentation Centre)	PB-1: ₹ 5,200-20,200/- plus Grade Pay: ₹ 2,800/-	Not exceeding 27 Years	OBC
17.	Technical Assistant (01) (Computer Centre)	PB-1: ₹ 5,200-20,200/- plus Grade Pay: ₹ 2,800/-	Not exceeding 27 Years	OBC
18.	Technical Assistant (01)*** (Dept. of Business Administration)	PB-1: ₹ 5,200-20,200/- plus Grade Pay: ₹ 2,800/-	Not exceeding 27 Years	PWD-HH***
19.	Draftsman (Dept. of Mechanical Engineering)	PB-1: ₹ 5,200-20,200/- plus Grade Pay: ₹ 2,400/-	Not exceeding 27 Years	UR
20.	Laboratory Assistant (01) (Dept. of Physics)	PB-1: ₹ 5,200-20,200/- plus Grade Pay: ₹ 2,000/-	Not exceeding 27 Years	ST
21.	Semi Professional Assistant (01) (Central Library)	PB-1: ₹ 5,200-20,200/- plus Grade Pay: ₹ 2,800/-	Not exceeding 27 Years	UR
22.	Library Assistant (01) (Central Library)	PB-1: ₹ 5,200-20,200/- plus Grade Pay: ₹ 2,000/-	Not exceeding 27 Years	OBC

* Anticipated vacancy

** Backlog reserved vacancies.

*** If HH candidates are not available, candidates of VH/OH category will be considered.

NOTE (1): The above pay bands carry other allowances admissible as per Government of India rules.

NOTE (2): Besides normal age relaxation for the reserved categories, Ex-serviceman and in-service personnel as per Government of India rules, further age relaxation to an otherwise qualified candidate including general category candidates shall also be considered depending upon experience and other added/ higher qualification(s) / experiences.

NOTE (3): With regard to age limit, the crucial / reckoning date shall be the last date of receipt of applications as mentioned in the advertisement.

NOTE (4): Candidate(s) belonging to OBC (including MOBC) category shall submit a valid “**Non Creamy Layer**” certificate from the appropriate authority, failing which such candidate(s) shall not be considered as reserved category (OBC) candidates.

NOTE (5): Number of post(s) may vary due to sanction of new post(s) or dynamic vacancies.

Abbreviations: UR-Unreserved, OBC-Other Backward Classes (including More Other Backward Classes), SC-Scheduled Caste, ST-Scheduled Tribe, PWD-Persons with Disability, HH-Hearing Handicapped, VH-Visually Handicapped, OH-Orthopaedically Handicapped

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PART-B

[Details of the educational qualification(s), experience, etc.]

Sl. No.	Post(s), No. of Post(s), Reservation & Department / Centre / Office	Minimum educational qualification, desirable qualification / experience, etc.
1.	Librarian (01-UR) (Central Library)	Essential: 1) Master's Degree in Library Science / Information Science / Documentation with at least 55% of marks <i>or</i> its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record set out in the UGC Regulations 2010. 2) Ph. D. Degree in Library Science / Information Science / Documentation / Archives and manuscript-keeping. 3) At least three (03) years service as Deputy Librarian in the AGP of ₹ 9,000/- and also eligible as per the API scoring system based on PBAS methodology as set out in the UGC Regulations 2010. 4) Evidence of innovative library service and organization of published work.
2.	Information Scientist (01-OBC) (Central Library)	1) Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record <i>with</i> Post Graduate Diploma in Computer Application (PGDCA). 2) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. 3) However, candidates with Ph. D. degree in accordance with the " <i>University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009</i> ", shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
3.	Assistant Librarian (01-SC) (Central Library)	1) Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record <i>with</i> knowledge of computerization of library. 2) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. 3) However, candidates with Ph. D. degree in accordance with the " <i>University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009</i> ", shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

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Sl. No.	Post(s), No. of Post(s), Reservation & Department / Centre / Office	Minimum educational qualification, desirable qualification / experience, etc.
4.	Technical Officer (01-OBC) (Department of Energy)	First Class M. E. / M. Tech. in Mechanical / Chemical / Electrical / Instrumentation Engineering or Energy Technology.
5.	Technical Officer (01-ST) (Department of Civil Engineering)	First Class M. E. / M. Tech. in Civil Engineering.
6.	Technical Officer (01-OBC) (Sophisticated and Analytical Instrumentation Centre)	B. E. / B. Tech. in Instrumentation Engineering <i>and</i> First Class M. E. / M. Tech. in Instrumentation / Electronics Engineering. Desirable: Experience of working with design, fabrication and maintenance of electronic equipment.
7.	Training and Placement Officer (Assistant Director, Training & Placement) (01-UR) (Administration)	1) Master's Degree or equivalent in Management with Human Resources as specialisation with at least 55% of marks or equivalent grade. OR Master's Degree in any subject with at least 55% of marks or equivalent grade <i>with</i> Post Graduate Diploma or equivalent in Human Resource Management. 2) Three (03) years relevant experience in institutions of repute. Principal Responsibility: To carry out all works related to training and placement of the University.
8.	Public Relations & Information Officer (01-SC) (Administration)	1) Master's Degree or equivalent in Mass Communication & Journalism or allied disciplines with specialization in Public Relations (PR) having at least 55% of marks <i>or</i> its equivalent grade. 2) Five (05) years experience in PR related works in institutions of repute with proficiency in ICT, Hindi, English and good command of local languages. 3) Knowledge of information management and experience in dealing with foreign students / delegates is desirable.
9.	Assistant Director of Sports (01-UR) (Administration)	Master's degree in Physical Education with at least eight (08) years experience as Sports Officer or equivalent grade in a Government / Semi-Government / Autonomous Organisation / Public Sector Undertakings in the pre-revised pay scale of ₹ 6500-200-10500/-. OR Graduate from recognized University with at least twelve (12) years experience as Sports Officer or equivalent grade in a Government / Semi-Government / Autonomous Organisation / Public Sector Undertakings in the pre-revised pay scale of ₹ 6500-200-10500/- out of which at least ten (10) years experience in the international sports.

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Sl. No.	Post(s), No. of Post(s), Reservation & Department / Centre / Office	Minimum educational qualification, desirable qualification / experience, etc.
10.	Education Officer (Senior Technical Assistant) (01-UR) (Equal Opportunity and Career Counselling Cell)	Master's degree in English / Sociology / Social Work with at least four (04) years experience of Extension work in Government or other institutions of repute. Should have adequate knowledge of the Inclusive Policy of the Government of India, and Human Resource Development and Management. Ability to raise fund for organisation of such programmes and activities relating to Human Rights, Gender Issues, Differently Able Persons, Public Health, Human Resource Development and Management is desirable.
11.	Assistant Education Officer (Senior Technical Assistant) (01-ST) (Equal Opportunity and Career Counselling Cell)	Master's degree in Anthropology / Sociology / Cultural Studies with at least three (03) years experience of Extension work in Government or other institutions of repute. Should have the natural inclination and ability to work with the downtrodden and marginalised sections of the society.
12.	Senior Technical Assistant (01-SC) (School of Engineering)	1) Three (03) year Diploma in Electronics Engineering. 2) Three (03) years experience in maintenance of electronic equipment as Technical Assistant in a Government / Semi-Government / Autonomous Organisation / Public Sector Undertakings in the pre-revised pay scale of ₹ 4500-125-7000/-.
13.	Nurse (GNM) (01-OBC) (Health Centre)	1) 10+2 standard pass or equivalent. 2) Three (03) years Diploma in GNM/HWF with registration of any State Nursing Council recognised by the Nursing Council of India.
14.	Stenographer Grade-II (01-UR) (Administration)	1. Bachelor's degree in Arts / Science / Commerce from a recognised university. 2. Diploma in Stenography from Government / Government recognised institution with a speed of 80 words per minute. 3. Working knowledge of computer. OR Candidates with 10+2 qualification and working as Stenographer Grade-III in a Government / Semi Government / Autonomous Organisation / Public Sector Undertakings in the pre-revised pay scale of ₹ 4000-100-6000/- with five (05) years regular service may also apply.
15.	Technical Assistant (01-SC) (Department of English & Foreign Languages)	Bachelor's degree with Diploma in Computer Applications / Information Technology. OR BCA Degree with at least 50% of marks or equivalent grade. Desirable: The candidate should have the ability to run and maintain Language Laboratory.

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Sl. No.	Post(s), No. of Post(s), Reservation & Department / Centre / Office	Minimum educational qualification, desirable qualification / experience, etc.
16.	Technical Assistant (01-OBC) (Sophisticated and Analytical Instrumentation Facility)	Bachelor's degree with major in Physics / Chemistry / Electronics and two (02) years experience in maintenance / repairing of optical / electrical / electronic instruments. OR Three (03) year Diploma in Instrumentation / Electronics Engineering and two (02) years experience in maintenance / repairing of optical / electrical / electronic instruments.
17.	Technical Assistant (01-OBC) (Computer Centre)	Three (03) year Diploma in Computer Science / Electronics Engineering OR B. Sc. Degree followed by DOEACC 'A' level <i>with</i> two (2) years experience.
18.	Technical Assistant (01-PWD-HH***) (Department of Business Administration)	Three (03) year Diploma in Computer Science / Electronics Engineering OR B. Sc. Degree followed by DOEACC 'A' level <i>with</i> two (2) years experience.
19.	Draftsman (01-UR) (Department of Mechanical Engineering)	Three (03) year Diploma in Civil / Mechanical / Architecture Engineering <i>with</i> knowledge of CAD.
20.	Laboratory Assistant (01-ST) (Department of Physics)	10+2 pass in Science with Physics as a subject <i>and</i> two (02) years experience in similar job in a college / university laboratory or equivalent organisation.
21.	Semi Professional Assistant (01-UR) (Central Library)	Bachelor's degree in Library & Information Science / Library Science. Desirable: Knowledge of computer applications with Library software and automation.
22.	Library Assistant (01-OBC) (Central Library)	(i) 10+2 standard passed (ii) Certificate course in Library Science <i>with</i> three (03) years experience in automated University / College library. OR Bachelor's degree in Library Science from a recognized University. Desirable: Knowledge of computer application with Library software and automation.

Where percentage is not awarded, the equivalent grade appropriately calculated shall be applicable. Besides normal relaxation in respect of minimum qualification and / or experience for the reserved categories, Ex-serviceman and in-service personnel as per Govt. of India rules, further relaxation to an otherwise qualified candidate(s) with exceptional merit may also be considered.

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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 31.01.2012**. The envelope containing the application should be superscribed “**Application for the post of ... (name of the post)**”. A **non-refundable application fee of ₹ 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 31.01.2012.

Registrar
Tezpur University

Memo No.F.13-3/X/2000(E)/4571-A

Date: 05.01.2012