असम विश्वविद्यालय, सिलचर
ASSAM UNIVERSITY, SILCHAR

(Employment Notification No – 3/2020 Dated 21st September, 2020)

(Non-teaching posts– Group –A, B & C) (Registrar, Finance Officer, Librarian, Director (CDC), Assistant Registrar, Hindi Translator & Multi-Tasking Staff)

Website: www.aus.ac.in
Online application only

Online Application Only

IMPORTANT DATES:

Last Date for Online submission of Application form, Application Fee payment & Application Forms PDF download: 30.10.2020 up to 5:00 p.m.

Last date for submission of the downloaded application form along with the enclosures: 06.11.2020 up to 5:00 p.m.

A non-refundable Application Fee of Rs. 500/- for UR & OBC. Women and Candidates claiming reservation against **SC/ST/PWD reserve vacancies** need not pay any application fees, however, such candidates have to pay Rs 200/- as charge towards postal expenses, etc **The application fee is to be paid through the payment gateway by online Internet Banking/Debit Card/Credit Card.**

ONLINE APPLICATION forms (available at www.aus.ac.in Or http://assamu1.ucanapply.com) are invited **from *Indian Citizens* under Group 'A', 'B' & 'C' posts in the University as per the Pay matrix indicated below.**

Group	PostCodes	Academic Level/Level
A	NTS 0002, NTS 0003, NTS 0005 NTS 0006 & NTS 0022	Academic Level: 14 + DA etc. as per GoI Rules. Pay matrix ₹ 1,44,200(₹1,44,200-2,18,200) and Level:10: Pay matrix (₹56,100-1, 77,500)
B	NTS 0066	Level- 6 : Pay matrix ₹(35,400-1, 12,400)
C	NTS 0274 & NTS 0292	Level-1 : ` 18,000 Pay matrix ₹ (18,000-56,900)

Department	Post Code	Name of the Post	No. of Posts			
			UR	**OBC**	**SC**	**EWS**
Administration	NTS 0002	Registrar**	1	–	–	–
-do-	NTS 0003	Finance Officer**	1	–	–	–
Central Library	NTS 0005	Librarian	1	–	–	–
Administration	NTS 0006	Director (CDC)**	1	–	–	–
-do-	NTS 0022	Assistant Registrar	_	1	–	–
-do-	NTS0066	Hindi Translator	1	–	–	–
-do-	NTS 0274(SC)/ NTS 0292(EWS)	Multi-Tasking Staff	–	–	1	1

** The post of Registrar, Finance Officer, and Director, College Development Council are tenure posts for five years and she/he is eligible for re-appointment.

The essential qualification for Non-teaching positions under Group 'A',

For Post Code: NTS 0002 (Registrar): E.Q.:
a. A Master's Degree with at least 55% of the marks or an equivalent in a point scale wherever grading system is followed.
b. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in Educational Administration. (OR)
c. Comparable experience in Research Establishment and/or other institutions of Higher Education, (OR)
d. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post
e. The maximum age is 'not exceeding fifty-seven years' on the closing date of receipt of application.
i. Preference will be given to the applicants having experience of working in CAB/CFEIs/CPSUs/Cos for at least five years. ii. The appointment will be on tenure for five years or till attaining the age of 62 years whichever is earlier. iii. The Qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MHRD/UGC from time to time.

For Post Code: NTS 0003 (Finance Officer): E.Q.:
a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale wherever grading system is followed
b. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with eight years of service in the Academic Level 12and above including as Associate Professor along with experience in educational administration or
c. Comparable experience in research establishment and/ or other institutions of higher education, or
d. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
e. The age of superannuation of Finance Officer 62 (sixty-two) years and the upper age limit is 57 years on the date of receipt of application.
Preference will be given to officers having experience of working in CABs/CPSUs/COs in Audit/Finance/Establishment for at least 5 years. Pay Scale of Finance Officer as per the 7th CPC pay matrix shown above, which shall be fixed at the appropriate cell. The Finance Officer is entitled to all other allowances in accordance with the guidelines issued by the MHRD/UGC.

For Post Code: NTS 0005 (Librarian): E.Q.:

a. 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 the grading system is followed.
b. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
c. Evidence of innovative library services, including the integration of ICT in a library.
d. A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.
e. The age of superannuation of Librarian 62 (sixty-two) years.

For Post Code: NTS 0006 (Director, CDC): E.Q.:

a. A Master's Degree with at least 55% of the marks or an equivalent in a point scale wherever grading system is followed.
b. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in Educational Administration. (OR)
c. Comparable experience in Research Establishment and/or other institutions of Higher Education, (OR)
d. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
e. Maximum age 'not exceeding fifty-seven years' on the closing date of receipt of application.
   Preference will be given to the applicants having experience of managing Colleges, University Examinations / CAB/CFEIs at least five years. ii. The appointment will be on tenure for five years or till attaining the age of 62 years whichever is earlier. iii. The Qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MHRD/UGC from time to time.

For Post Code: NTS 0022 (Assistant Registrar): E.Q.:

a. Master's Degree **of a recognized University** with at least 55% marks Or its equivalent grade of B in the UGC seven-point scale.
b. **Desirable:** Three years experience in a supervisory capacity in educational administration or conduct of examinations.
c. **Maximum Age Limit:** 35 years as on closing date of receipt of application.

The essential qualification for Non-teaching positions under Group 'B',

For Post Code: NTS 0066 (Hindi Translator): E.Q.:

a. Masters Degree of a recognized University in Hindi/English with English/Hindi as a main/optional subject at degree level.
b. 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 closing date receipt of application.

The essential qualification for Non-teaching positions under Group 'C',

For Post Code: NTS 0274(SC)/NTS 0292(EWS) (Multi-Tasking Staff): E.Q.:

a. HSLC passed or equivalent from a recognized Board
b. **Desirable**: Working knowledge of Computer applications.
c. **Age**: Not above 28years as on closing date of receipt of application.

<u>General Instructions to the Candidates</u>

1. The online mode of submission of applications shall be essential.
2. There is a separate online recruitment form for Group 'A', and 'B' & 'C'.
3. Applicants shall first register on the Recruitment portal on the AUS website, after which, they can fill up the prescribed electronic application form online.
4. Applicants who have already applied for the posts of Registrar, Finance Officer, Director, College Development Council against employment notification No 1/2020-Rect Dated 01.01.2020 and 2/2020 Dated 28.05.2020 need not apply again.
5. Educational Qualifications: (a) The candidates must have passed the required examination or equivalent examination from a recognized Board/Council or University. (b) As per the Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. (c) As per UGC (Open and Distance Learning) Regulations, 2017 published in the Official Gazette on 23.06.2017, under Part-I (2) (P), the programs in engineering, medicine, dental, nursing, pharmacy, architecture, and physiotherapy, etc are not permitted to be offered under Open and Distance Learning mode. (d) All candidates shall have to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared passed. (e) Order/ letter in respect of equivalent Educational Qualifications will require to be produced by the candidates at the time of Document Verification or as and when required by the University, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of the Employment Notification, etc. (f) Candidates who have not acquired/ will not acquire the essential qualification as on 15.07.2020 will not be eligible and need not apply.
6. Separate applications shall be submitted for different positions.
7. Before starting to fill-up the form, please ensure keeping ready a digital copy of passport size photograph in JPEG format not exceeding 50 kb in file size and a digital copy of the signature not exceed 50KB, for up-loading.
8. Filling all mandatory fields is required to make your application complete.
9. Incomplete applications will not be considered and will be **REJECTED**.
10. While filling the online application, if your browser closes unexpectedly or if you are logged out, please use the login information sent to

your email to login again.

11. In case of any technical problems, please send an email to **recruitment@aus.ac.in**. Applicants may also visit alternately in http://assamu1.ucanapply.com

12. There are several Tabs in your application. After completing each tab, you should click on the "Save and Proceed" button to save the information and move to the next tab. After filling out all tabs, the candidate can finally submit his application. **Please note that you cannot make any changes after the final submission**.

13. On successful submission, the applicant will come across a link to download a PDF of the application, which he/she will have to print and send to AUS after signing it and having it forwarded by his employer, if any, with the requisite application fee, to reach AUS by the last date.

14. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria including holding written test may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit or higher marks in the written test will be given preference.

15. Mode of Selection: The mode of selection i.e. Selection through written test/Skill test/Viva-Voce vis a vis **syllabus & scheme** of examinations etc and the center of **written/skill test** etc shall be decided in due course & notified accordingly.

16. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her service shall be terminated.

17. *The University reserves the right to withdraw any advertised post(s)* at any time without giving any reason. Any consequential vacancies arising at the time of the interview may also be filled up from the available candidates. The University may, at its discretion, fill up any future vacancy belonging to Gen./SC/ST/OBC/EWS as per roster point out of the available candidates. The number of positions is thus open to change. The University may relax/review the qualification/ experience and age limit at its discretion at any stage and in case of candidates with exceptional merit.

18. A candidate belonging to any reserved category who desires to be considered for any unreserved post also besides the posts under the reserved category will have to submit separate forms for unreserved posts and reserved posts.

19. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.

20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

21. Applicants who are in employment should route their application through proper channel or should submit a "No Objection Certificate" from the employer before the interview, failing which they may not be considered further.

22. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

23. Canvassing in any form will be a disqualification**.**

24. No interim correspondence shall be entertained.

25. Relaxations and concessions for persons with disabilities will be applicable in accordance with the reservation policy of the Government of India and subsequent clarification/directives issued in the form of OM's from time to time to this effect by the Government of India.

26. Relaxations and concessions for SCs/STs/OBCs will be applicable in accordance with the reservation policy of the Government of India and subsequent clarification/directives issued from time to time to this effect by the Government of India.

27. The applications shall be invited through online mode. The applicants should be required to submit their downloaded application form (hard copy) after filling it online, along with all the enclosures to the Office of the Registrar Recruitment Cell, AUS by the last date for submission of the downloaded application along with the enclosures must reach to **the Registrar, Recruitment Cell, Raja Rammohan Roy Administrative Building, Assam University, Silchar-788011** by the last date of submission of applications

28. The eligibility of the candidate will be determined on the last date of submission of application i.e., **30.10.2020.**

29. Please visit our website**: http://www.aus.ac.in** for the detailed advertisement for qualifications and other instructions in this regard. Any change or updates, addendum or corrigendum etc, pertains to this employment notification will be uploaded in the university website only. All stakeholders are therefore requested to visit the website regularly.

30. If any fraudulent or misleading activity of an applicant or candidate at any stage about this recruitment process comes to the notice of the University authority, the candidature of such applicant shall be canceled and legal action as deemed fit under IPC & CrPC shall be taken against such felonious candidate or applicant.

Dated: 21.09.2020

REGISTRAR i/c