



**ASSAM UNIVERSITY**  
(A Central University Established in 1994)  
SILCHAR-788011, ASSAM

ADDENDUM

Sub : List of provisionally shortlisted candidate for the post of Section Officer against the Employment Notification No.2/2020 dtd. 28-05-2020.

It is hereby notified for information of all concerned that in addition to this office Notification No. 102/4/2021-RECT dtd. 4<sup>th</sup> February, 2021 following candidate has been provisionally shortlisted for the post of Section Officer, Diphu Campus against the Employment Notification No. 2/2020 dated 28.05.2020.

Sl. No.	Name	Remarks
7	MUKRANG TERANG	NIL

Name of candidate, (Diphu Campus) who is not shortlisted against the Employment Notification No.2/2020 dtd. 28-05-2020.

Sl. No.	Name	Remarks
69	SANJOY PHANGCHO	No experience as per Advt.

The shortlisted candidate shall have to appear a written test to be held on 18/02/2021 at 11 A.M. to 1 P.M.

The shortlisted candidate is to **collect his Admit Card** from the examination centre on the **day of examination (18<sup>th</sup> February, 2021)** one hour before commencement of written test. The candidates must adhere to the following guidelines while appearing in the examination centre:

1. Only shortlisted Candidates with valid ID proof (ID proof, such as, Voter card, Pan Card, Driving license, Adhar card, Passport and any other identity proof issued by central/state/Govt. autonomous institute) will be allowed to enter in the examination centre.
2. The candidates have to wear face mask during the time of examination and follow Covid-19 protocol/SoP and any other advisory issued by the Government from time to time.
3. All electronic items including mobile phone, pagers, calculator, tab, pen drive, Bluetooth devices wrist watches, clocks etc. of any kind are strictly prohibited in the examination hall.
4. Candidates shall have to bring blue/black pointed pen for writing in the examination.

Further it is informed that there will be bus service for plying the candidates from University main gate to Triguna Sen School of Technology.

Venue of written examination and seat plan shall be displayed in front of the main gate of the University.

P.T.O.

Canvassing in favour of candidature, both direct and indirect, is strictly prohibited. Violation of this code of conduct will be brought to the notice of the Selection Committees; besides the University reserves the right to cancel candidature of such offending candidate at any point of time if there is sufficient evidence of canvassing.

The detailed syllabus for written test is as follows –

1. English & General Studies – 50
  - (a) Grammar, (b) Comprehension
  - (c) Composition (d) Essay Writing
  - (e) Précis (f) Letter Writing.
  - (g) Current affairs – Domestic/National & International.
2. Statutory, Administrative Rules – 50
  - (a) Statutory Rules – Acts, Statutes and ordinances of the University
  - (b) Administrative Rules – CCS Conduct Rules, LTC Rules, Medical Attendance Rules, CCS (Leave) Rules, 1972, Manual of Office Procedure, Chapter XI & XIII, Leave Rules (Swamy's Handbook)
3. Financial Rules – 50
  - (a) General Financial Rules, 2017 Chapter 6,7, & 8.
  - (b) Receipts and Payment Rules, Part-III, Section-I
  - (c) GPF (Central Service) Rules, Joining Time, TA Rules, LTC Rules.
4. Personal Interview - 50

Any change/update in this regard will be notified in the University website.

  
Registrar

No. 102/4/2021-RECT

8<sup>th</sup> February, 2021

Copy to: The Director, Computer Centre for necessary action for uploading the notification in the University web site.

  
Registrar