



TEZPUR UNIVERSITY

(A Central University)
Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 08 / 2025

(Re-advertised against Advertisement No. 05/2024, dated-14.03.2024)

Applications (through **SAMARTH PORTAL**) are invited from eligible candidates for few Non-Teaching positions. Details of the advertisement, other terms and conditions are available in the University website www.tezu.ernet.in. Candidates who have applied for the mentioned posts in response to our earlier Advertisement No.-05/2024 dated 14.03.2024 need not apply again. However, the candidates may mail their updated biodata to tucruit@tezu.ernet.in within the last date. **Last date** for submission of filled-in applications through (**SAMARTH portal**) is **24.05.2025 (Till 11.55 PM, IST)**.

Registrar i/c



तेजपुर विश्वविद्यालय

(एक केंद्रीय विश्वविद्यालय), तेजपुर – 784028 असम

विज्ञापन संख्या. 08 / 2025

(दिनांक-14.03.2024, विज्ञापन संख्या 05/2024 के सापेक्ष पुनः विज्ञापित)

कुछ गैर-शिक्षण पदों के लिए योग्य उम्मीदवारों से आवेदन (समर्थ पोर्टल के माध्यम से) आमंत्रित किए जाते हैं। विस्तृत विज्ञापन, अन्य नियम एवं शर्तें विश्वविद्यालय के वेबसाइट www.tezu.ernet.in पर उपलब्ध हैं। जिन उम्मीदवारों ने हमारे पिछले विज्ञापन संख्या-05/2024 दिनांक 14.03.2024 के तहत उल्लिखित पदों के लिए आवेदन किया है, उन्हें पुनः आवेदन करने की आवश्यकता नहीं है। तथापि, उम्मीदवार अपना अद्यतित बायोडेटा अंतिम तिथि के अंदर tucruit@tezu.ernet.in पर मेल कर सकते हैं। समर्थ पोर्टल के माध्यम से आवेदन जमा करने की अंतिम तिथि **24.05.2025 (11.55 बजे तक, आईएसटी)** है।

प्रभारी कुलसचिव

Memo No.F.01-03/XVIII(E)/

Date:25.04 .2025

Copy to:

1. All Deans / Heads of all Departments / Centres, Tezpur University, for circulation in their departments.
2. Finance Officer, Tezpur University, for information.
3. Private Secretary to the Vice-Chancellor, Tezpur University, for kind information of the Vice Chancellor.
4. Vigilance Officer, Tezpur University.
5. Asstt. Registrar (E)/Hindi Officer (OL) / Section Officer (SCT Cell), Tezpur University.
6. **Public Relations Officer, Tezpur University**, with a request to make necessary arrangement for publication of the above advertisement as below:
 - A) Through **Bureau of Public Outreach (erstwhile DAVP)**: ENGLISH version of the above advertisement in (i) **Hindustan Times, New Delhi**, (ii) **The Hindu, Chennai**, (iii) **The Telegraph, Kolkata**, (iv) **The Times of India, Mumbai**, (v) **The Assam Tribune, Guwahati**, (iii) **Amar Asom, Guwahati** (Assamese Vernacular daily).
 - B) Through **University News**: Both English & Hindi versions.
 - C) On **Employment News** (English version) and **Rozgar Samachar** (Hindi Version),The above advertisement is to be published in one immediate issue using most reasonable spaces and **bills are to be submitted along with two (02) sets of original paper-cuts.**
7. Director CC/Webmaster, Tezpur University, with a request to float the advertisement and other details attached herewith in the University Website.
8. Director, Doordarshan Kendra, Guwahati, with a request to telecast as local announcement.



TEZPUR UNIVERSITY

(A Central University)
Tezpur – 784 028 (ASSAM)

9. Station Director, All India Radio, Guwahati, with a request to broadcast as local announcement.
10. Secretary, Dept. of Secondary & Higher Education, Ministry of HRD, Government of India, Shastri Bhavan, New Delhi-110 115.
11. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.
12. Secretary, Personnel Department, Ministry of Personnel & Training, Govt. of India, New Delhi-110001.
13. Chairperson, National Commission for Backward Classes, Government of India, Trikoot-1, Bhikaji Cama Place, New Delhi - 110 066.
14. Chairperson, National Commission for Scheduled Castes, Government of India, 5th Floor, 'A' Wing, Loknayak Bhawan, Khan Market, New Delhi-110003.
15. Chairperson, National Commission for Scheduled Tribes, Government of India, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
16. Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110001.
17. Registrars of all Indian Universities/IITs.
18. Assistant Director of Employment, District Employment Exchange, Sonitpur, Tezpur.
19. Tezpur University Notice Boards / Concerned files.

**Registrar i/c
Tezpur University**

ADVERTISEMENT NO. 08 / 2025

Applications through SAMARTH portal can be submitted from	30.04.2025 (09.00 AM)
Last date of submission of filled-in applications through SAMARTH portal	24.05.2025 (Till 11.55 PM, IST)

Applications through SAMARTH portal only (link: <https://tezunt.samarth.edu.in> ; please type the link in your browser and press ENTER key) 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 / Office	Classification of Posts	Pay Level (7 th CPC)	Age Limit (in years)	Reservation
1.	Internal Audit Officer (01) (on Deputation) (Administration)	Group-A	Level-12 with rationalized entry Pay of Rs. 78,800/- (Pre-revised PB-3: Rs. 15,600-39,100/- + Grade Pay: Rs. 7,600/-)	Not exceeding 56 years	UR
2.	Assistant Registrar (04) (Administration)	Group-A	Level-10 with rationalized entry Pay of Rs. 56,100/- (Pre-revised PB-3: Rs. 15,600-39,100/- + Grade Pay: Rs. 5,400/-)	Not exceeding 40 years	3-UR 1-OBC
3.	Assistant (01) (Administration)	Group-B	Level-6 with rationalized entry Pay of Rs. 35,400/- (Pre-revised PB-2: Rs. 9,300-34,800/- + Grade Pay: Rs. 4,200/-)	Not exceeding 35 years	UR
4.	Laboratory Assistant (01) (Dept. of Physics)	Group-C	Level-4 with rationalized entry Pay of Rs. 25,500/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 2,400/-)	Not exceeding 32 years	OBC
5.	Junior Accountant (02) (Administration)	Group-C	Level-4 with rationalized entry Pay of Rs. 25,500/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 2,400/-)	Not exceeding 32 years	UR

Registrar i/c



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

6.	Upper Division Clerk (01) (Administration)	Group-C	Level-4 with rationalized entry Pay of Rs. 25,500/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 2,400/-)	Not exceeding 32 years	UR
7.	Lower Division Clerk (06) (Administration)	Group-C	Level-2 with rationalized entry Pay of Rs. 19,900/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 1,900/-)	Not exceeding 32 years	5-UR 1-OBC
8.	Multi-Tasking Staff (05) (Administration)	Group-C	Level-1 with rationalized entry Pay of Rs. 18,000/- (Pre-revised PB-1: Rs. 5,200-20,200/- + Grade Pay: Rs. 1,800/-)	Not exceeding 32 years	2-EWS 3-UR

ABBREVIATIONS: UR-unreserved, OBC-Other Backward Classes (Non-Creamy Layer), SC-Scheduled Caste, ST-Scheduled Tribe, PWD-Persons With Disability, EWS-Economically Weaker Section

ADVERTISEMENT NO. 08/ 2025

PART-B: Details of the minimum educational qualification(s), experience, etc.

Sl. No	Post(s), Department / Office, No. of Post(s), Reservation	Minimum educational qualification, desirable qualification / experience, etc.
1.	Internal Audit Officer (01) (on Deputation) (Administration)	Officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis. OR With three (03) years regular service in Level-11 or equivalent in the area of Audit and Accounts in any Govt. Department / Autonomous Bodies. OR With five (05) years regular service in Level-10 or equivalent in the area of Audit and Accounts in any Govt. Department / Autonomous Bodies.
2.	Assistant Registrar (04) (Administration)	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
3.	Assistant (01) (Administration)	i) A Bachelors' Degree in any discipline from any recognized institute / University. ii) Three (03) years' experience as UDC or equivalent in the Level-4 in Central / State Govt. / University / PSU and other Central / State Autonomous Bodies or equivalent pay package in any reputed private companies / bank with annual turnover of at least Rs. 200 Crores or more. iii) Proficiency in typing, computer application, noting and drafting.

Registrar i/c



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

4.	Laboratory Assistant (01) (Dept. of Physics)	Bachelor's degree (in Physics) with minimum two years of working and maintenance experience of sophisticated scientific instruments in the Laboratory. The experience should be in University / Research Establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs. 200/- Crores or more.
5.	Junior Accountant (02) (Administration)	i) A Bachelors' Degree in any discipline from any recognized institute / University. ii) Two (02) years' experience as Lower Division Clerk or equivalent posts in University / Research Establishment / Central / State Govt. / PSUs / Autonomous Bodies or equivalent pay package in any reputed private companies / corporate banks with annual turnover of at least Rs. 200 Crores or more. iii) Speed in English typing @35 WPM or Speed in Hindi typing @30 WPM iv) Proficiency in computer operations.
6.	Upper Division Clerk (01) (Administration)	i) A Bachelors' Degree in any discipline from any recognized institute / University. ii) Two (02) years' experience as Lower Division Clerk or equivalent posts in University / Research Establishment / Central / State Govt. / PSUs / Autonomous Bodies or equivalent pay package in any reputed private companies / corporate banks with annual turnover of at least Rs. 200 Crores or more. iii) Speed in English typing @35 WPM or Speed in Hindi typing @30 WPM Proficiency in computer operations.
7.	Lower Division Clerk (06) (Administration)	i) A Bachelors' Degree in any discipline from any recognized institute / University. ii) Speed in English typing @35 WPM or Speed in Hindi typing @30 WPM (35 WPM and 30 WPM correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each work). Proficiency in computer operations.
8.	Multi-Tasking Staff (05) (Administration)	10 th pass from a recognized Board OR ITI pass.

IMPORTANT NOTES

NOTE (1)	The above pay bands carry other allowances admissible as per Government of India rules.
NOTE (2)	With regard to age limit, the crucial / reckoning date shall be the last date of receipt of applications as mentioned in the advertisement.
NOTE (3)	The post of Internal Audit Officer shall be filled up on Deputation for a maximum period of three (3) 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 [<i>read with DoP&T O.M. No. 6/8/2009-Estt.(Pay.II) Dated 17.06.2010</i>].

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TEZPUR UNIVERSITY

(A Central University)
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NOTE (4)	Age prescribed as above is for general category applicants. Relaxation of upper age limit shall be admissible as below: <ul style="list-style-type: none">i) Up to 5 years for Government servants in accordance with the instructions or orders issued by the Central Government (for all Group-A & B level posts).ii) For departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government.iii) Up to 5 years for applicants belonging to Scheduled Castes & Scheduled Tribes and 3 years for applicants belonging to OBC (Non-Creamy Layer) for such reserved post(s), if any, in addition to relaxations at (i) & (ii) above, wherever applicable.iv) Up to 10 years for Persons with Disability (PWD) in addition to relaxations at (i), (ii) & (iii) above, wherever applicable.v) The age relaxation as above shall not be admissible for the applicants (SC/ST/OBC) against the unreserved (UR) post(s). However, this will be admissible to candidates belonging to PWD categories.vi) Further, age relaxation (in addition to relaxations as above) may also be considered for internal candidates (working in Tezpur University in various capacities on temporary employees with pay scale under different Govt. of India / UGC Schemes.vii) Age relaxation as provided by Govt. of India to all other categories of citizens such as Ex-serviceman, etc. shall also be admissible.
NOTE (5)	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 written test / skill test (where required) as per the provisions of DoPT, Government of India, Rules. Accordingly, details of Personal Interview and / or Written Test / Skill Test / overall evaluation shall be notified in due course.
NOTE (6)	Recruitment for all the posts as advertised here shall be subject to the provisions under the Ordinance No. 33 (Tezpur University Cadre Recruitment Rules for Non-teaching and Other Academic Posts 2022) and approval of the Ministry of Education / UGC.

Application Fee:
A non-refundable application fee of ₹500/- (Rupees five hundred only) for new applicants is to be paid. SC/ST/PWD categories are exempted.
Mode of payment: Through online bank transfer, for which details are as below:
Account Name: Tezpur University Recurring
Savings Bank Account No. 37854250831
IFS Code: SBIN0014259
Bank Name & Branch: State Bank of India, Tezpur University Branch, Napaam, Tezpur-784028, Assam

Registrar i/c



TEZPUR UNIVERSITY

(A Central University)
Tezpur – 784 028 (ASSAM)

Applicants must upload a copy of the e generated receipt of the payment in the SAMARTH portal.

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.

Candidate(s) who are in service must upload a copy of the “**No Objection Certificate (NOC)**” from their present employer along with their application in the **SAMARTH portal**. 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**.

**Registrar i/c
Tezpur University**