ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY
(A State University of Government of Assam constituted by "Assam Science and Technology University Act, 2009")
Tetelia Road, Near AEC Campus, Jalukbari, Guwahati-13

ADVERTISEMENT NO: 01/2016

Applications are invited for the post of **Deputy Controller of Examinations, Stenographer (GRADE-I) and System Operator** in Assam Science and Technology University, Guwahati, who are Indian citizens as defined in Article 5-8 of the Constitution of India in the pay scale, terms and conditions given below.

1. Deputy Controller of Examinations (Post Code: DCOE/01/2016), No. of Post=1 (one), (Open Category)

Scale of Pay: Rs. 15,600–Rs. 39,100 + GP-Rs. 7,600.

A. Minimum Essential Qualification:

Post Graduate Degree in any discipline with 55% marks in aggregate or its equivalent grade of "B" in the UGC 7-point scale from a recognised University.

Work Experience:

Minimum 9 (nine) years of experience as a Lecturer/Assistant Professor in a College/Institution or a University or equivalent post with experience in Educational Administration, in a position involving supervision, control and planning and conducting University examination or its equivalent examination. Candidates having at least 5 years of experience as Assistant Registrar/ Assistant Controller of Examinations will be preferred.

B. Desirable: -

Conducting or assisting University/College/Institution Examinations and other allied works at executive level and having record justifying entrusting of confidential work. Working knowledge of Computer and Networking is mandatory.

Age: Should not be above the age of 43 years as on 01-01-2017.

Age limit is relaxable for SC/ST and Ex-serviceman as per Govt. rules.

2. STENOGRAPHER (GRADE-I) (Post Code No: STN/02/2016)
Number of Post: 01 (one)(Open Category)
Scale of Pay: Rs. 12,000 - 40,000 + Grade pay: Rs. 5,900/-)

A. Academic Qualification:
Master's Degree in any discipline with at least 55% of marks from a recognised University.

And

Diploma in Stenography from Govt. recognised Institution with a speed of 160 words per minute. Computer proficiency with high level familiarity with commonly used package like MS-word, MS-Excel, MS-PowerPoint etc. are mandatory.

<div align="center">**OR**</div>

Graduate in any discipline with at least 55% of marks from a recognised University.

<div align="center">**And**</div>

Diploma in Stenography from Govt. recognised Institution with a speed of 160 words per minute. Computer proficiency with high level familiarity with commonly used package like MS-word, MS-Excel, MS-PowerPoint etc. are mandatory.

B. Experience:

Minimum 5 (five) years working experience in State Government/ Central Government/Public Sector Undertaking is essential (for Master degree candidates)

<div align="center">**OR**</div>

Minimum 10 (ten) years working experience in State Government/ Central Government/Public Sector Undertaking is essential (for Graduate candidates)

C. Age: Minimum age should be 18 years and Maximum age of 43 years as on 01-01-2017**.**

Age limit is relaxable for SC/ST and Ex-serviceman as per Govt. rules.

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3. <u>**System Operator (Post Code: SO/03/2016), No. of Post=1 (one), (Open Category)**</u>

Scale of Pay: Rs. 5,200–20,200 + GP–Rs. 2,100.

Academic Qualification:

Diploma in Computer Engineering from an AICTE and State Council for Technical Education approved Institution. The Candidate should have exposure in using hardware and software in office environment.

Selected Candidate have to handle all Computer facility and related activities including the maintenance of University website, LAN System, internet, intranet, computing facility etc. of the University.

Age: Minimum age should be 18 years and Maximum age 43 years as on 01-01-2017

Age limit is relaxable for SC/ST and Ex-serviceman as per Govt. rules.

<u>**General terms and Instructions to the Candidates**</u>

1. Appointment will be made only after getting the satisfactory Police Verification Report
2. The bio-data format should filled along with 3 Passport Size Photographs, two self addressed envelope with postage stamp of Rs. 5/- each.
3. The post applied for should be mentioned in the Top of the Envelop.
4. Eligibility of a candidate and satisfaction of any other criteria shall be considered as on the last date of submission of application.
5. (i) Application after the last date and time, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.

6. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his/her signature.

7. The University shall verify the antecedents or documents submitted by a candidate at any time 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 services shall be terminated.

8. 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 candidates.

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

10. Applicants who are in employment should route their applications *through proper channel*. They need to produce the NOC for appearing in the interview, failing which the candidate will not be allowed to appear in the interview.

11. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards including caste certificate (for SC/ST candidates from the concerned authority) in support of their qualifications and category. Originals should not be sent along with the application but these must be produced at the time of interview. Candidates anticipating delay in processing through proper channel may submit an advance copy of the application directly with the required fees.

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

13. No correspondence will be entertained from candidates regarding postal delays, conduct and result of examination and reasons for not being called for examination/ interview.

14. Canvassing in any form will be a disqualification.

15. No interim correspondence shall be entertained.

16. *The University reserves the right to withdraw any advertised post(s)* at any time without giving any reason. Mere eligibility will not entitle any candidate for being called for the interview.

17. The candidate will be appointed after being found medically fit. Selected candidates will be appointed temporarily, initially on probation for a period of 2 (two) years and after satisfactory performance his/her services will be considered for regular appointment.

18. *The duly filled in application forms complete in all respects along with a Demand Draft/Bankers Cheque of **Rs.1000/- (Rs.500/- for SC/ST candidates)for Serial No 1,2 and Rs Rs.500/- (Rs.250/- for SC/ST candidates) for Serial No 3,** drawn in favour of the 'Assam Science and Technology University' payable at State Bank of India, AEC Branch, Branch Code-010670, Guwahati, Assam, India, and the application must reach the Office of Registrar, Assam Science and Technology University, Tetelia Road, Near AEC Campus, Jalukbari, Guwahati-781 013 on or before **23rd January, 2017 by 3:00 P.M**.*

19. Age relaxation will be given as per Govt. of Assam rules.

20. No TA/DA shall be paid to the candidates for attending the interview.

21. All disputes will be under the Jurisdiction of Guwahati, Assam only.

Date:23/12/2016   Sd/-
                                                           Registrar