



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

Employment Notification No. 1/2016 dated 23/06/2016

Applications in prescribed format are invited from Indian nationals for filling up the following Non-Teaching positions in the University. The vacancy positions/reservations etc are mentioned below.

Non-Teaching Positions - Silchar Campus:

(1) Finance Officer-1 (UR, Five year tenure post) (2) Internal Audit Officer-1 (UR) (On deputation)

- Candidates those who have applied for the post of Internal Audit Officer in response to the Employment Notification No.4/2014 dated 19/11/2014 need not to apply again, however they may update their Bio-data.

Eligibility criteria for the Non-Teaching Positions

Sl. No.	Post & Scale of Pay	No. of Post & Category	Eligibility
1.	Finance Officer Pay band: 37,400-67,000 + GP Rs. 10,000/- (PB-4)	1 (UR) Post Code: FO/1-2016/UR	Essential qualification. 1. A Master degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2.(i) At least 15 years of experience as Assistant professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration. <p style="text-align: center;">Or</p> (ii) Comparable experience in research establishment and / or other institutions of higher education. <p style="text-align: center;">Or</p> (iii) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.
2.	Internal Audit Officer (to be filled on deputation basis) (Scale of Pay-15,600-39,100 with GP of Rs. 7,600)	1 (UR) IAO/1-2016/UR	From amongst the Officer's of any of the organized Account Cadre/ Service in the pay scale of Rs. 15,600-39,100 with GP of Rs. 7,600/- or in the pay scale of Rs. 15,600-39,100 with GP of Rs. 6,600/- and having minimum 3 years experience in GP of Rs. 6,600/- or in the pay scale of Rs. 15,600-39,100 with GP of Rs. 5,400 and having minimum 5 years experience in GP of Rs. 5,400/-

Important Notes & Instructions

1. **The medium of instruction in the University is English.** Candidates in service should submit application through proper channel or enclose "NO OBJECTION CERTIFICATE", from their present employer. However, an advance copy may be sent directly. Application received after stipulated date or incomplete will not be entertained and shall be rejected; no further correspondence will be made in this regard. Separate application is required to be submitted for each Post.
2. Mere submission of application / satisfying the eligibility criteria does not entail the candidate to be called for interview. University reserves the right to shortlist the applications and call for interview whenever interview is held. The University also reserves the right to reject the candidature of the candidate at any stage of recruitment / selection process, if anything found false, tampered, fabricated or suppression of any information while registering the application and submitting the certificate/ testimonials.
3. If there is any change in the address after submission of application, the candidates should in his/ her own interest arrange with the post office concerned for redirection of the communication from old to new address.
4. **Against specific reserved community quota, only candidates of that particular community will be considered.** A relaxation of 5% may be provided from 55% to 50% of the marks at the master's level for the SC/ST category for all posts. Please note - (a) Caste certificate from competent authority for SC, & ST candidates in the prescribed format have to be produced. (b) Any subsequent representation for change of community status will not be entertained under any circumstances.
5. The application form should be written and signed by the candidate in his own handwriting only.
6. **Candidate should clearly mention the Post Code and Campus otherwise application will be rejected summarily.**
7. **Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded** on any account nor can it be held in reserve for any other purpose. **The crucial date of eligibility shall be the last date of submission of the application form. The University reserves the right to postpone / cancel this recruitment exercise for any / all the posts without assigning any reason.**
8. **Canvassing in favour of candidature both direct and indirect is strictly prohibited. Violation of this code of conduct will be treated as misconduct and will be brought to the notice of selection committee. The University reserves the right to cancel candidature of such candidates at any point of time if found in canvassing in any form.**
9. Details of eligibility, qualification, experience, Pay Scale etc and application form can be downloaded from Assam University website [http:// www.aus.ac.in](http://www.aus.ac.in). **Application fee: - Rs. 400.00 including OBC (SC, ST, PWD candidates shall have to pay Rs. 50/- as postal expenses.** The filled in application form is to be submitted in a sealed cover super scribed with "Post applied for & Campus" with Advertisement no. etc to **The Registrar, Assam University, Raja Rammohan Roy Administrative Building, Silchar-788 011. Mode of Payment of Application fee:** Application fee has to be submitted through demand draft only drawn in favour of **Finance Officer, Assam University, Silchar** payable at **UCO Bank, Silchar (Branch Code 2005)** or **State Bank of India, Silchar (Branch Code 7061).** **Other mode of payment of application fee shall not be accepted.**
10. **Last date for receipt of filled in application form is 27/07/2016. The University shall not be responsible for any postal delay. Applications received after the last date of receipt of application form will be summarily rejected.**

Sd/
Registrar