



ASSAM UNIVERSITY
(A Central University)
SILCHAR-788011, ASSAM

Employment Notification No. 1/2020-RECT Dated: 1st January, 2020

Applications in prescribed format are invited from Indian nationals for filling up the following statutory / non-teaching positions in the University.

[a] Registrar (1,UR) [b] Controller of Examinations (1,UR) [c] Director,
College Development Council (1,UR) [d] Internal Audit Officer (1,UR)

Last date for receipt of filled in application form is **10th February, 2020**.

The required application form, certificate verification format and General instruction or other details like mode of submission of forms & fees etc. can be downloaded from Assam University website [http:// www.aus.ac.in](http://www.aus.ac.in).


Registrar i/c



असम विश्वविद्यालय / ASSAM UNIVERSITY
केन्द्रीय विश्वविद्यालय / A Central University)
सिलचर-788011, असम / SILCHAR-788011, ASSAM

रोजगार अधिसूचना संख्या 1/2020 दिनांक 1 जनवरी 2020

विश्वविद्यालय के निम्नलिखित सांविधिक/गैर-शैक्षिक पदों को भरने के लिए भारतीय नागरिकों से निर्धारित प्रारूप में आवेदन आमंत्रित किए गए हैं।

{ए} कुलसचिव (1, अनारक्षित), {बी} परीक्षा नियंत्रक (1, अनारक्षित), {सी} निदेशक, कॉलेज विकास परिषद (1, अनारक्षित), {डी} आंतरिक लेखापरीक्षा अधिकारी (1, अनारक्षित)

पूर्णरूप से भरा आवेदन पत्र प्राप्त करने की अंतिम तिथि 10 फरवरी 2020 है। निर्धारित आवेदन फार्म, प्रमाण-पत्र सत्यापन प्रारूप एवं सामान्य निर्देश अथवा अन्य विवरण जैसे आवेदन पत्र जमा करने का माध्यम एवं शुल्क आदि विश्वविद्यालय की वेबसाइट <http://www.aus.ac.in> से डाउनलोड किया जा सकता है।

Employment Notification No. 1/2020-RECT Dated: 1st January, 2020

Applications in prescribed format are invited from Indian nationals for filling up the following statutory/non-teaching positions in the University.

[a] Registrar (1,UR) [b] Controller of Examinations (1,UR) [c] Director, College Development Council (1,UR) [d] Internal Audit Officer (1,UR)

Last date for receipt of filled in application form is 10th February, 2020. The required application form, certificate verification format and General instruction or other details like mode of submission of forms & fees etc. can be downloaded from Assam University website <http://www.aus.ac.in>.

कुलसचिव, प्रभारी / Registrar i/c



ASSAM UNIVERSITY: SILCHAR
 (A Central University)
www.aus.ac.in
 PO: Assam University, Silchar 788011

APPLICATION FOR THE POST OF _____

1) Advertisement No: 1/2020-RECT **Date: 01.01.2020**

*2) Note: Prospective candidates are requested to study the **Instructions** carefully and then fill up the application in all respects. No column should be left blank. **Incomplete application will be rejected.** Attach additional sheets, if required. However, information given must be precise to the point.*

3) Fee Remittance

Bank / Place: _____	Remittance No _____	Date _____
Amount _____ If exempted, reason thereof _____		

4) Name of applicant : _____
 (in full capitals)

5) Father's name : _____
 a) Spouse Name : _____

6) Mother's name : _____

7) Age : Years _____ Months _____ Days _____
 (As on the last date of receipt of application)

8) Date of Birth :

Day	Month	Year

9) Nationality : _____

10) Religion : _____

11) Gender : Male Female

12) Marital Status : _____

13) Address

For Communication	Permanent
State : _____ Pin: _____	State: _____ Pin _____

(Affix recent passport size photo duly signed by you)

Phone: R) _____ Email : _____
 Phone: O) _____ Mobile: _____

Signature of the Applicant

14) Category: SC* OBC* (Put ✓ mark)
ST* Gen

(*Attach a certificate from the competent authority prescribed by the Government of India)

15) Whether Physically Challenged Yes* No (Put ✓ mark)

*If yes VH OH (Put ✓ mark) Disability(%):

(*Attach a certificate from the competent authority as prescribed under Government Rules)

16) Educational Qualification (10th Std onwards) (Attach Proof)

Examination	Board	Month & Year of passing	Marks Obtained	Overall percentage	Class Division
HSLC/Matric or equivalent					
PUC/+2(HSC) or equivalent					
Diploma, if any					

17) Educational Qualification (UG Degree onwards) (Attach Proof)

Sl. No	Degree	Subject	University/ Institute	Percentage of marks	Year of Passing
1.					
2.					
3.					
4.					
5.					
6.					
7.					

18) Ph.D Particulars, if any (Attach Proof)

Date of Registration	Whether Fulltime or Part time	Discipline/ Department	University in which studied	Date of Thesis submission	Year of passing/Date of Viva-Voce
Title of Thesis					

19) Whether qualified UGC-NET/SLET(All India Level)

UGC-NET

SLET

If yes, give details & attach proof:

(Please tick the correct box)

Subject: _____ Regn. No: _____ Year of passing _____

a) Academic Distinction (eg., any prize, medal, certificate of merit, if any)

b) Area of specialization : _____
(At the Doctoral level)

19. *Teaching Experience (starting with the most recent) (Attach Proof)

No	Institute/ University/	Designation With Scale of pay	Duration		Length of service in years			Whether UG/PG	Permanent/ Temporary/ Contract/ Consolidated
			From	To	Y	M	D		
1.									
2.									
3.									
4.									
5.									
Total									

Note: *Experience as Visiting/Guest Faculty paid on hourly/session basis not to be included, * Research /Teaching experience obtained during the study of M.Phil/Ph.D not to be included.

20) Research/Industry Experience if any, (Other than as a Faculty & Ph.D Scholar); Example as a Scientist/PDF/Research Associate/Etc.,) (Attach Proof)

No	Institute/ University/	Designation	Duration		Length of service in years			Permanent/ Temporary/ Contract/ Consolidated
			From	To	Y	M	D	
1.								
2.								
3.								
4.								
Total								

.....4/-

Signature of the Applicant

21. Administrative Experience (Attach Proof)

No	Designation with Scale of Pay	Organization	Nature of Responsibility*	Duration			Whether * simultaneously with Teaching and Or Research if any
				Y	M	D	
1							
2							
3							
4							
5							
Total							

* Please indicate whether the responsibility undertaken simultaneously with Teaching & Research

22) Present employment

Name of the Organization : _____

Post Held : _____

Date of Appointment : _____

Pay Level/Band : _____

Academic Grade Pay/Grade Pay: _____

Whether Permanent / Temporary/ or on Probation : _____

Length of Service in the present: _____ scale:

Whether State / Central Government / PSU /Private : _____

23) Research Projects undertaken (Attach Proof)

Sl. No	Sponsors name	Project title	Amount Sanctioned	Period of Project	Year of completion
1.					
2.					
3.					
4.					

24) Thesis Supervision / Guided

No.	Independent Experience in guiding research Students	Awarded * (in figures)	Under submission (in figures)	In progress	Remarks
1.	Ph.D				
2.	M.Phil				
3.	M.Tech/Equivalent				

* List of candidates shall be furnished along with details of Title of Thesis, Date of Viva-Voce and University in which awarded along with proof

25) Research Publications (in ISBN/ISSN numbered Journals and Books) (Attach Proof)

Sl. No	Publications only	Published (in Nos)		
		International	National	Others
1	Books (as the only author)			
2	Books (coauthored with others)			
3	Edited books (as the only editor)			
4	Books edited with others			
5	Chapters in edited Books			
6	Refereed Journals			
7	Non Refereed Journals			
8	Refereed conference proceedings			
9	Non-refereed conference proceedings			
10	Other publications			

26) Refresher/Orientation Courses/Training, FDP, Etc., attended (Attach Proof)

Sl No	Title of programme & Name of Sponsor	Institution in which attended	Duration of programme *
1			
2			
3			
4			

*Note: Programme less than a week not to be included.

27) Presentations (other than published) (Attach Proof)

Sl. No	Details	National (In Nos.)	International (In Nos.)
1	Invited Lectures delivered at reputed University/Institutions*		
2	Conference Proceedings (Papers other than published)		
3	Contributed oral presentations		
4	Poster presentations		

*Lectures given at Academic Staff College, Popular Platforms, Social Clubs, Associations, Schools, NCC not to be included

**Repeating the research papers in two places i.e. in publications as well as in presentation, will deprive marking in both places

28) National/International Symposium/Workshops/ Winter/Summer Schools organized by the applicant (Attach Proof) (Proof should be countersigned by the Head of Institution/Dean/HOD)

Sl. No	Title	Sponsors	Duration	Co-convener
1				
2				
3				
4				

29) Travel or study abroad

Country visited	Period		Purpose of visit
	From	To	

30) Knowledge of languages

Languages	Speak, Read and Write	Read and Write	Ability to speak fluently

31) Character & Antecedents Report

Subject	Remarks
Have you ever been subject to any disciplinary action, as a student and/or as an employee? If so give full details	
Have you ever been dismissed/suspended from service/employment, if so please give full details	
Were you involved in any criminal case? If yes, give full details	
Is any criminal case pending against you in the court? If yes, give full details	

32. Names and Addresses of minimum three Referees (including e-mail/phone)
(All of them should be familiar with your Academic/Professional work)

Name & Address	Name & Address
(a)	(b)
Phone: _____	Phone: _____
Email: _____	Email: _____

Name & Address	Name & Address
©	(d)
Phone: _____	Phone: _____
Email: _____	Email: _____

33. List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

DECLARATION

I hereby declare that I have carefully read and understood the instructions and particulars available to me, and that all entries in this form, as well as, in attached sheets are true to the best of my knowledge and belief. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected, I promise to abide by the rules and regulations of the Assam University.

Date :

Signature of the Applicant

Endorsement of the Present Employer

(If employed)

Office seal with date:

Signature of the Employer
Name:

Designation:



ASSAM UNIVERSITY: SILCHAR
Proforma/Checklist for Certificate Verification

[To be filled in duplicate one copy is to be attached with the application and one copy is to be retained by the applicant and shall required to be produced before interview if called for interview]

APPLICATION FOR THE POST OF _____

1. Name :

2. Present position :

3. (a) Present scale of pay :

(b) Basic Pay/Pay band & Grade Pay :

(c) Total emoluments in rupees :

4. Date of birth and age :

5. Whether Belongs to SC/ST/PwD/OBC :

6. Educational Qualifications :

(Affix recent passport size photo duly signed by you)

Table with 5 columns: Degree, Year of passing, University, Subject, % of marks. Rows include HSLC/Matric or Equivalent, HSC/PUC, UG, PG, M.Phil, Ph.D, NET, and several empty rows.

7. Specialization (At the Doctoral Level)

Large empty rectangular box for specialization details.

8. Experience (Teaching/Research/Administration)

Sl. No.	Name of the Employer	Designation	Period of Service			Scale of Pay /Pay Band	Reasons for Leaving
			Y	M	D		
1							
2							
3							
4							
5							
6							
7							
8							

[Sl No 9 to 15 given below are not mandatory but applicants may fill up if she/.he have proofs to that effect]

9. No. of Ph.D. guidance :Awarded : _____Submitted: _____

10. No. of M.Phil guidance : Awarded: _____

11. Research Publications (in ISBN/ISSN numbered Journals and Books)

Sl. No	Publications only	Published (in Nos)		
		International	National	Others
1	Books (as the only author)			
2	Books (coauthored with others)			
3	Edited books (as the only editor)			
4	Books edited with others			
5	Chapters in edited Books			
6	Refereed Journals			
7	Non Refereed Journals			
8	Refereed conference proceedings			
9	Non-refereed conference proceedings			
10	Other publications			

12. Research Projects undertaken
(Completed / Ongoing)

13. No. of Papers Presented in Conference/Seminar:
(other than published)

14. No of Invited Talks/Lectures
(International /National)

DECLARATION

The information given in the foregoing pages are true to the best of my knowledge and belief.

1. FULL SIGNATURE OF THE CANDIDATE WITH DATE

2. FULL SIGNATURE OF THE CANDIDATE WITH DATE
[To be signed at the venue of interview if called for interview]

SPACE FOR REMARKS/RECOMMENDATION OF SCREENING COMMITTEE OF UNIVERSITY

SIGNATURE OF THE SCREENING COMMITTEE MEMBERS/SCRUTINY OFFICER



ASSAM UNIVERSITY
SILCHAR 788011

PAY SCALES, MINIMUM QUALIFICATIONS AND EXPERIENCE
Name of the posts: REGISTRAR/CONTROLLER OF
EXAMINATIONS/DIRECTOR, College Development Council and
INTERNAL AUDIT OFFICER

Name of the Post: REGISTRAR

SI No	Number of Post & Reservation	One and Unreserved
1.	Pay in the Pay Level	Level -14 ,Entry Pay ₹ 1,44,200/- as per 7 th CPC Pay Matrix
2.	Mode of Selection	Direct Recruitment
3.	Age Limit	Maximum age ' not exceeding fifty seven years ' on the closing date of receipt of application.
4.	Educational Qualification & Other Requirements	<p><u>Essential</u></p> <p>a) A Master's Degree with at least 55% of the marks or an equivalent in a point scale wherever grading system is followed.</p> <p>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.</p> <p>(OR)</p> <p>c) Comparable experience in Research Establishment and/or other institutions of Higher Education,</p> <p>(OR)</p> <p>d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
5.	Desirable & Other conditions	<p>i. Preference will be given to the applicants having experience of working in CAB/CFEIs/CPSUs/Cos for at least five years.</p> <p>ii. The appointment will be on tenure for a period of five years or till attaining the age of 62 years whichever is earlier.</p> <p>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</p>



ASSAM UNIVERSITY
SILCHAR 788011

Name of the Post: **DIRECTOR, COLLEGE DEVELOPMENT COUNCIL**

Sl No	Number of Post & Reservation	One and Unreserved
1.	Pay in the Pay Level	Level -14 ,Entry Pay ₹ 1,44,200/- as per 7 th CPC Pay Matrix
2.	Mode of Selection	Direct Recruitment
3.	Age Limit	Maximum age ' not exceeding fifty seven years ' on the closing date of receipt of application.
4.	Educational Qualification & Other Requirements	<p><u>Essential</u></p> <p>e) A Master's Degree with at least 55% of the marks or an equivalent in a point scale wherever grading system is followed.</p> <p>f) 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.</p> <p>(OR)</p> <p>g) Comparable experience in Research Establishment and/or other institutions of Higher Education,</p> <p>(OR)</p> <p>h) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
5.	Desirable & Other conditions	<p>i. Preference will be given to the applicants having experience of managing Colleges, University Examinations / CAB/CFEIs at least five years.</p> <p>ii. The appointment will be on tenure for a period of five years or till attaining the age of 62 years whichever is earlier.</p> <p>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</p>



ASSAM UNIVERSITY
SILCHAR 788011

Name of the Post: CONTROLLER OF EXAMINATIONS

Sl No	Number of Post & Reservation	One and Unreserved
1.	Pay in the Pay Level	Level -14 ,Entry Pay ₹ 1,44,200/- as per 7 th CPC Pay Matrix
2.	Mode of Selection	Direct Recruitment
3.	Age Limit	Maximum age ' not exceeding fifty seven years ' on the closing date of receipt of application
4.	Educational Qualification & Other Requirements	<p>Essential</p> <p>a. A Master's Degree with at least 55% of the marks or an equivalent in a point scale wherever grading system is followed.</p> <p>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.</p> <p>(OR)</p> <p>c. Comparable experience in Research Establishment and/or other institutions of Higher Education,</p> <p>(OR)</p> <p>d. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
5.	Desirable Other conditions	<p><i>i.</i> Experience as Controller/Deputy Controller/ Deputy Registrar of Examination in a Central or State University with affiliated colleges or other comparable examinations for at least five years.</p> <p><i>ii.</i> Experience/Knowledge of Automation.</p> <p><i>iii.</i> The appointment will be on tenure for a period of five years or till attaining the age of 62 years whichever is earlier.</p> <p><i>iv.</i> The Qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MHRD/UGC from time to time.</p>



ASSAM UNIVERSITY
SILCHAR 788011

Name of the Post: INTERNAL AUDIT OFFICER

SI No	Number of Post & Reservation	One, Unreserved
1.	Pay in the Pay Level	Level-12, Entry Pay ₹78,800 as per 7 th CPC Pay Matrix
2.	Mode of Selection	Deputation from amongst the Officer's of any of the organized Account Cadre/ Service in the Pay Level 12- or in the Pay Level 11 and having minimum 3 years experience in same level of Pay or in the Pay level 10 and having minimum 5 years experience in same level of Pay .
3.	Age Limit	Maximum age ' not exceeding fifty six years ' on the closing date of receipt of application
4.	Other Conditions	In addition to pay and allowance the Officer will be entitled to Deputation (Duty) Allowance as per Central Government rules and University accommodation subject to availability and as per quarter allotment rules



ASSAM UNIVERSITY: SILCHAR

GENERAL INSTRUCTIONS AND TERM OF REFERENCES:

1. The Candidate must ensure that he/she fulfills the eligibility conditions for the post on or before the closing date.
2. Candidates with requisite qualifications acquired from recognized University/institutions need only apply.
3. Candidates already in service in India should send their application through proper channel. In such cases an advance copy should be sent directly, along with the original demand draft meant for application fee within the stipulated time. However, in such cases the candidates called for interview will have to produce **No Objection Certificate** or original applications duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear before the Selection Committee.
4. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for interview. The University has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
5. In case the Screening Committee recommends restricting the number of candidates to be called for interview by applying any other criteria/benchmark in addition to the required essentials and desirable qualifications, the same will be followed for calling applicants for interview.
6. The eligibility limit of 55% marks at the Master's level (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5 % to the categories of Scheduled Caste / Scheduled Tribe / Differently-abled (Physically and Visually) are permissible, based on only the qualifying marks without including any grace marks procedures as per GOI norms.
7. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a UGC recognized University shall also be considered eligible
8. Percentage equivalence of Grade Points for a Seven Points scale as per the UGC Guidelines dated 30.06.2010 is as follows:
It is hereby clarified that where the University/College/Institution declare results in grade points which is on scale of seven, the following yardstick shall be adopted to determine equivalent marks in percentage.

Grade	Grade Point	Percentage Equivalent
'O' – Outstanding	5.50 - 6.00	75 -100
'A' – Very Good	4.50 - 5.49	65 - 74
'B' – Good	3.50 - 4.49	55 - 64
'C' – Average	2.50 - 3.49	45 - 54
'D' – Below Average	1.50 - 2.49	35 - 44
'E' – Poor	0.50 - 1.49	25 - 34
'F' – Fail	0 - 0.49	0 - 24

9. Candidates may note that the qualification as amended by the UGC/MHRD from time to time shall be applicable for the respective posts.
10. Age limit will be taken into account as on the closing date mentioned for receipt of applications.
11. Experience & Qualifications will be reckoned as on the closing date prescribed for receipt of application.
12. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason.
13. It will be open to the University to consider names of suitable candidates who may not have applied. Nominations of highly qualified candidates from very well established Academics/Research Institutions, etc., will also be considered.

14. Call letters to attend the interview will be sent only to the shortlisted candidates by E-mail or Speed Post or Registered Post. No Correspondence will be made with applicants who are not short-listed /not called for interview.
15. Candidates should enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Community, Physical Disability, Experience, etc. Do not enclose originals along with applications as the University will not be responsible for their loss.
16. All Certificates, Degrees, NOC and other documents must be produced in originals at the time of interview, if called for the same. Failure to produce these, may result in ineligibility to appear for the interview.
17. 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
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final

19. Canvassing in any form will disqualify the candidates

20. 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 undesirable clandestine antecedents/ background and has suppressed the said information, then his services shall be terminated.

MISCELLANEOUS

21. Travel Cost by Bus and or Rly 3 tier AC (as the case may be) by shortest route fare only will be reimbursed for attending the interview venue whenever called for.
22. The University reserves the right to fill or not to fill the post.
23. No correspondence/queries will be entertained from candidates regarding, conduct and result of interview and reasons for not being called for interview
24. No accommodation will be provided in the University Guest House
25. The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications
26. Amendments/Changes, if any, in the advertisement will be published only on the University's Website
27. University will not be responsible for any postal delay at any stage.
28. No request for conduct of interview through Telephone/Video Conference/Skype etc., will be considered

APPLICATION (DOWNLOADABLE)

29. The prescribed Application Form, Proforma for certificate verification and the details of the advertisement can be downloaded from the university website www.aus.ac.in.

APPLICATION FEE

30. SC/ST/PWD/Ex-Servicemen and all the Women Candidates are exempted from payment of application fee.
31. As regard to Persons with Disabilities (PwD), the exemption will be considered in respect of candidates having the percentage of disability 40% and above only.

32. All other candidates shall remit a fee of ₹ **1000/- (One thousand rupees only)** NEFT/IMPS on or after the date of advertisement but before the last date prescribed for the receipt of the applications as per the bank details. → **Account Number: 20050100000007 IFSC Code: UCBA0002005 UCO Bank, Assam University Branch.**

33. Candidate shall write remittance details in the application without fail.

34. Candidates who are desirous of applying for more than one post will have to submit a separate application form for each post with requisite application fee for each position, if applicable.

35. Application fee is non-refundable under any circumstances.

APPLICATION (SUBMISSION)

36. Application for each post must be placed in a **SEPARATE COVER**. The name of the post applied for must be **super scribed** on the envelope without fail.

37. The University shall not be responsible for any misplacement, un-stitched, non-bonded omission application etc. if two or more applications are put in one cover by the candidate.

38. If the cover containing an application is not marked properly as per the information given above, it is likely to be misplaced. The University does not take any responsibility of such misplaced applications.

39. If an application is not strictly prepared as per advertised format then the application will be summarily rejected

40. Receipt of filled in Application Form without self attested copies of all relevant certificates will be rejected.

41. Applications received after the stipulated date or incomplete in any respect or not readable will not be entertained and no further correspondence will be made in this regard

42. Application or CV/Bio-Data sent through e-mail will not be considered under any circumstances, unless followed by hard copy with signature within the prescribed last date.

43. It is not possible to send individual acknowledgement. Those who want acknowledgment may send their applications by registered post with acknowledgement due.

44. Application submitted for a particular post is not transferable to any other post.

45. The University reserves the right to consider the applications received after the last date, in exceptional cases

46. Candidate, who has applied earlier informally and sent his/her bio-data/academic vitae earlier to the Vice-Chancellor or any other competent authority of the University, must apply following the above procedures.

47. Submission of proof is mandatory with reference to the information given in the application, wherever required.

48. Certificates in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, specified period of work, name and designation of the issuing authority along with signature.

..contd..

49. A completed application form should have:

- i) **Duly filled in Application Form and Proforma for Certificate Verification with proof of claim.**
- ii) A Proof for remittance of **₹. 1000/- (One thousand rupees only)** except SC/ST/PwD/Ex-Servicemen and all the Women Candidates) from any Nationalized Bank.

iii) **Self Attested copies of :**

- a) Age proof
- b) HSLC/SSLC/Matric or equivalent certificate
- c) HSC/PUC/or equivalent certificate
- d) Diploma/Degree Certificates
- e) SC/ST/OBC/PwD certificate in appropriate format, if applicable,
- f) Experience certificate, if any
- g) NOC from the employer, if applicable
- h) Recent proof for salary drawn, if any
- i) Publications/event records/relevant documents, etc.
- j) Any other relevant and or applicable documents.

50. Completed application with all the required enclosures properly attached must reach :

**The Assistant Registrar (Recruitment)
Assam University, Silchar
Raja Rammohan Roy Administrative Building
PO: Assam University, PIN CODE - 788011
Cachar, Assam**

Last date for receipt of filled in application is 10th February, 2020 by 05.00 pm

Date: 01.01.2020

REGISTRAR I/C