



## ASSAM UNIVERSITY

(A Central University Established in 1994)

SILCHAR-788011, ASSAM

### DETAIL ELIGIBILITY CRITERIA, INSTRUCTIONS & GUIDELINES.

**Ref: Employment Notification No. 2/2020 dated 28<sup>th</sup> May, 2020.**

#### A. Details of Eligibility criteria for Non-Teaching positions at Silchar Campus:

Sl. No	Post & Scale of Pay	No. of Post, Category	Eligibility
01	Finance Officer (Scale of Pay- Rs.1,44,200/- Level 14)	1 (UR)	<p>Details of eligibility, qualification, experience, pay scale, mode of recruitment etc will be as per MHRD letter No.1-7/2015-U.II (2), dated the 2<sup>nd</sup> November, 2017 as follows:</p> <p>(a) Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale wherever grading system is followed (b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with eight years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or (c) Comparable experience in research establishment and/ or other institutions of higher education, or (d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.(iv) The age of superannuation of Finance Officer 62 (sixty two) years and upper age limit is 57 years as on 15<sup>th</sup> July, 2020 .</p> <p>Preference will be given to officers having experience of working in CABs/CPSUs/COs in Audit/Finance/Establishment for at least 5 years</p> <p>Pay Scale of Finance Officer as per 7<sup>th</sup> CPC pay matrix, which shall be fixed at the appropriate cell. The Finance Officer is entitled for all other allowances in accordance with the guidelines issued by the MHRD/UGC</p>
02.	Hindi Translator  (Scale of Pay-Rs 35,400/- Level 6)	1(UR-PWD) <b>Blindness and Low vision**</b>	<p><b>Essential:</b> i) Masters Degree of a recognized University in Hindi/English with English/Hindi as a main/optional subject at degree level. ii) Recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa or three years experience of translation work from Hindi to English and vice versa in Central/State govt. offices including Govt. of India Undertaking.</p> <p><b>Desirable:</b> Working Knowledge of computer applications</p> <p><b>Age: Not above 30 years as on 15<sup>th</sup> July, 2020.</b></p>
03.	Junior Engineer (Scale of Pay- Rs 35,400/- Level 6)	1(UR)	<p><b>Essential:</b> 3 years Diploma in Civil Engineering from a Central/State Government recognized institution.</p> <p><b>Desirable:</b> Working experience in the concerned field.</p> <p><b>Age: Not above 32 years as on 15<sup>th</sup> July, 2020.</b></p>
04.	Lower Division Clerk  (Scale of Pay-Rs 19,900/- Level-2)	5 (2-UR,1-OBC,1-EWS,1-SC)	<p><b>Essential:</b> 10+2 (HSSLC) or equivalent qualification from a recognized Board or University with certificate course in computer applications.</p> <p><b>Age: Not above 28 years as on 15<sup>th</sup> July, 2020.</b></p>
05.	Library Attendant  (Scale of Pay-Rs 18,000/- Level-1)	03 (1-UR, 1-OBC-PWD** <b>[Deaf &amp; Hard of Hearing], 1-ST )</b>	<p><b>Essential:</b> HSLC passed Or equivalent from a recognized Board.</p> <p><b>Desirable:</b> Certificate course in Library Science from a recognized institution and working knowledge of Computer.</p> <p><b>Age: Not above 28 years as on 15<sup>th</sup> July, 2020.</b></p>

06.	Laboratory Attendant (Scale of Pay-Rs 18,000/- Level-1)	<b>04 (1-UR,2-UR-PWD**[ 1, Deaf &amp; Hard of Hearing and indicated multiple disabilities 1, indicated autism] 1-OBC)</b>	<b>Essential:</b> HSLC passed Or equivalent from a recognized Board  <b>Desirable:</b> Working knowledge of Computer applications.  <b>Age: Not above 28years as on 15<sup>th</sup> July, 2020.</b>
07.	MTS (Scale of Pay-Rs 18,000/- Level-1)	<b>4(1-UR,1-OBC-PWD**[ Blindness and low vision] ,1-SC,1-ST)</b>	<b>Essential:</b> HSLC passed Or equivalent from a recognized Board  <b>Desirable:</b> Working knowledge of Computer applications.  <b>Age: Not above 28years as on 15<sup>th</sup> July, 2020</b>

B. Details of Eligibility criteria for Non-Teaching positions at **Diphu Campus:**

01.	Assistant Registrar (Scale of Pay-Rs 56,100/- Level 10)	1(UR)	<b>Essential qualification.</b> A Master degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with good academic record, as laid down by UGC. <b>Desirable:</b> 3 Years experience in supervisory capacity in educational administration or conduct of examinations. <b>Age: 35 years as on 15<sup>th</sup> July, 2020.</b>
02.	Section Officer (Scale of Pay-44,900/- Level-7)	2 (UR)	<b>Essential:</b> 1. A Bachelor's Degree from a recognized University or equivalent degree with at least three years experience in handling Educational Administration /General Admin./ Exam./Accounts & Finance in a University/ Research Institution/ Government department /Autonomous bodies/ PSU, with working knowledge of computer application. 2. Three (3) years of regular service in the Grade Pay of Rs. 4,200/- or above having administrative background in Govt./Academic Institutes/Autonomous Bodies, <b>Or</b> 8 years of regular service as UDC at least in the GP of Rs. 2,400/- in Govt./Academic Institutes/ Autonomous Bodies. <b>Age: Not above 35 years as on 15<sup>th</sup> July, 2020.</b>
03.	Personal Assistant (Scale of Pay- Rs 35,400/- Level 6)	1 (UR)	<b>Essential:</b> 1) 10+2 standard passed. 2) Shorthand and typing speed 100/40 w.p.m. respectively. 3) Certificate course in Computer application, 4) Proficiency in English. <b>Desirable:</b> Diploma/Certificate in Stenography.
04.	Lower Division Clerk. (Scale of Pay-Rs 19,900/- Level-2)	1 (UR)	<b>Essential:</b> 10+2(HSSLC) or equivalent qualification from a recognized Board or University with Certificate course in Computer applications. <b>Age: Not above 28 years as on 15<sup>th</sup> July, 2020.</b>
05.	Laboratory Attendant (Scale of Pay-Rs 18,000/- Level-1)	1(UR)	<b>Essential:</b> HSLC or equivalent qualification from a recognized Board or University.  <b>Desirable:</b> Working knowledge of Computer applications.  <b>Age: Not above 28 years as on 15<sup>th</sup> July, 2020.</b>