



Rabindranath Tagore University

Hojai: Assam

Advt. No. RTU/Adv./02/2022

Dated: 20/04/2022

Advertisement

Rabindranath Tagore University invites applications from eligible Indian citizens for 31 nos. of Non-teaching positions. The last date of receipt of filled-in applications is **10-05-2022**. Applications shall be received only in offline mode. The University will not be responsible for any postal delay.

For detailed information, terms and conditions and application form, interested candidates have to visit the University website rtuassam.ac.in.

(Tilak Chandra Kalita)
Registrar i/c
Rabindranath Tagore University, Hojai

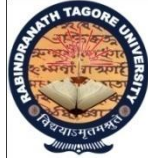
Memo No: RTU/EST-11/1010-1013

Dated:20/04/2022

Copy to:

1. Hon'ble Vice-Chancellor, Rabindranath Tagore University, Hojai for favour of kind information.
2. The Addl. Secretary to the Govt. of Assam, Chancellor's Secretariat, Raj Bhavan, Guwahati-01 for favour of kind information.
3. The Principal Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06 for favour of kind information.
4. The Director of Higher Education, Govt. of Assam, Kahilipara, Guwahati-19 for favour of kind information.
5. Advertising & Publicity officer (i/c) of RTU. He is requested to take necessary steps to publish the advertisement in the University website and to publish the link in The Assam Tribune and Dainik Assam.
6. Office file.

Sd/-
Registrar i/c
Rabindranath Tagore University, Hojai



RABINDRANATH TAGORE UNIVERSITY

HOJAI-782435

ASSAM

GENERAL CONDITIONS/INSTRUCTIONS

1. The applicant without working experience in any Govt. department/Govt. Institution has to submit a copy of Employment Exchange Registration Certificate of Assam.
2. The applicant shall not be less than 18 years or more than 40 years of age as on 01-01-2022 with relaxation of 5 years for SC/ST, 3 years for OBC/MOBC, 2 years for Ex-Serviceman and 10 years for PWD candidates. The age limit of the candidate will be calculated on the basis of the School/Matriculation/HSLC Admit Card/ Certificate issued by a recognized Board/Council.
However Rabindranath Tagore University reserves the right to relax any requirements of experience and age for exceptional candidates, especially for those from Govt. Educational /research institution and having good track record.
3. Candidate have to send a bank draft of **Rs. 1000 (Non-refundable) for UR and OBC/MOBC candidate and Rs. 700 (Non-refundable) for other reserved categories in favour of Rabindranath Tagore University, payable at State Bank of India, Hojai Branch, Hojai.** The bank draft should be drawn only on or after the date of publication of the advertisement and on or before the last date of submission of application. Application fee sent in other forms will not be accepted.
4. The candidate must possess the minimum qualifications for the post.
5. Candidates have to apply in prescribed application form attached herewith as Part A and if necessary Part B. Applicants must fill-in all the parts of the application form. Incomplete application i.e. without photocopies of certificates / mark sheets, proof of date of birth, caste certificate (reserved Category) etc. will be rejected. A list of enclosures must be furnished as provided in the application form.
6. The candidates must have the proficiency in local language.
7. Applicant may attach additional sheet(s) wherever necessary quoting the serial number.
8. Applicant willing to apply more than one post must send separate application forms for each post(s) along with separate application fee.
9. Application(s) received after the last date shall be summarily rejected.
10. No correspondence whatsoever will be entertained from candidate regarding postal delay, conduct and result of interview and reasons for not being called for the interview.
11. **“Persons in employment must submit their applications through proper channel” with a forwarding note of the employer in ‘Part-B’ of the application proforma.**
12. Canvassing in any form will be a disqualification.
13. Any change of address for correspondence should be communicated to the Registrar, Rabindranath Tagore University, giving reference of the Advertisement and post(s) applied for.
14. **Only short listed candidates will be called for interview/viva-voice.**
15. Candidates will have to appear in the interview at their own cost.
16. Services of the selected candidates will be governed by the Act, Statute and Regulations of the University and relevant Govt. of Assam and UGC Rules and Regulations.
17. Mere fulfillment of minimum qualification will not entitle an applicant to be short listed for interview.
18. **The filled-in-application form should be addressed to the “Registrar, Rabindranath Tagore University, Hojai-782435, Assam (India) in an envelope super scribing “APPLICATION FOR THE POST OF..... against the category of.....” (UR, OBC/MOBC, SC, ST(H), ST(P), EWS, PWD)**
19. The University reserves the right to withdraw the advertised post at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post(s) and its decision in this regard shall be final.
20. For the post of Junior Assistant and Library Assistant, eligible candidates will be shortlisted by a written test in the following manner (Multiple Choice Questions) : **General Knowledge-35 marks , English-35marks**
Shortlisted candidates will be called for computer proficiency test in English and Assamese for **10+10=20 marks** and in English writing skill test for **10 marks and finally viva-voice.**

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PART-I: DETAILS OF THE POST:

Post Sl. No.	Name of the post(s)	No. of post(s)	Pay Band	Reservation
1	Assistant Librarian (UGC)	1	As per UGC	Unreserved (Roster point 02)
2	Assistant Librarian (UGC)	1	As per UGC	ST(H) (Roster point 03)
3	Assistant Finance Officer	1	Rs.30000-Rs.110000 G. P Rs.12700	Unreserved (Roster point 14)
4	P.S. to Vice-Chancellor	1	Rs.30000-Rs.110000 G. P Rs.13900	OBC/MOBC (Roster Point 21)
5	P.S. to Registrar	1	Rs.30000-Rs.110000 G. P Rs.13900	OBC/MOBC (Roster Point 17)
6	Superintendent cum technical supervisor	1	Rs.22000-Rs.87000 G. P Rs.8000	Unreserved (Roster Point 12)
7	Superintendent cum technical supervisor	1	Rs.22000-Rs.87000 G. P Rs.8000	Unreserved (Roster Point 24)
8	Superintendent	1	Rs.22000-Rs.87000 G. P Rs.8000	Unreserved (Roster Point 31)
9	Superintendent	1	Rs.22000-Rs.87000 G. P Rs.8000	EWS (Roster Point 29)
10	P.A. to Controller of Examination	1	Rs.30000-Rs.110000 G. P Rs.13900	Unreserved (Roster Point 16)
11	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	Unreserved (PWD) (Roster Point 01)
12	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	EWS (Roster Point 09)
13	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	ST(H) (Roster Point 30)
14	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	OBC/MOBC (Roster Point 11)
15	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	OBC/MOBC (Roster Point 13)
16	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	ST(P) (Roster Point 15)
17	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	OBC/MOBC (Roster Point 28)
18	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	SC (Roster Point 22)

19	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	ST(P) (Roster Point 25)
20	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	Unreserved (Roster Point 27)
21	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	EWS (Roster Point 19)
22	Junior Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	Unreserved (Roster Point 03)
23	Library Assistant	1	Rs. 14000- Rs. 49000 G.P. Rs. 6200	OBC/MOBC (PWD) (Roster Point 26)
24	Library Assistant	1	Rs. 14000- Rs. 49000 G. P Rs.6200	Unreserved (Roster Point 04)
25	Library Assistant	1	Rs. 14000- Rs. 49000 G. P Rs.6200	Unreserved (Roster Point 07)
26	Library Assistant	1	Rs. 14000- Rs. 49000 G. P Rs.6200	Unreserved (Roster Point 20)
27	Library Assistant	1	Rs. 14000- Rs. 49000 G. P Rs.6200	Unreserved (Roster Point 23)
28	Gr.-IV	1	Rs. 12000-Rs. 37500 G. P Rs.4400	Unreserved (Roster Point 07)
29	Night Guard	1	Rs. 12000-Rs. 37500 G. P Rs.4400	Unreserved (Roster Point 12)
30	Lab. Bearer	1	Rs. 12000-Rs. 37500 G. P Rs.4400	Unreserved (Roster Point 13)
31	Library Bearer	1	Rs. 12000-Rs. 37500 G. P Rs.4400	EWS (Roster Point 09)



Registrar i/c
Rabindranath Tagore University, Hojai

PART-II: DETAILS OF THE EDUCATIONAL AND OTHER QUALIFICATIONS AND EXPERIENCE REQUIRED

Post Sl. No.	Name of the Post(s)	Minimum qualification	Desirable qualification
1 & 2	Assistant Librarian (UGC)	a) Masters in Library and Information Science/Documentation science from a recognized University with latest UGC norms.	a) Experience of working in any University/College library in the similar or junior grade. b) Ability to handle computer and to work with library related software.
3	Assistant Finance Officer	a) Masters Degree in Accounting or Finance with a minimum of 50 % marks in the aggregate or with an equal /equivalent grade point from a recognized University.	a) Ability to work with computer as evidenced by appropriate Diploma of a minimum of Six months duration from any recognized University or Institution. b) Experienced in office management/accounting shall be preferred.
4 & 5	P.S. to Vice-Chancellor & P.S to Registrar	a) Master Degree in any discipline from a recognized University. b) 55 % marks either in Master degree or in Bachelor degree.	a) Ability to work with computer as evidenced by appropriate Diploma of a minimum of Six months duration from any recognized University or Institution. b) Good command over English Assamese and Hindi. c) Candidates with experience of working in higher Education shall be preferred.
6	Superintendent cum Technical Supervisor	a) Bachelor. in Computer Science from a recognized University/Institution. b) 04 years experience in similar line or 2 years of experience those who have any Master degree from Government Institution/University.	a) Adequate knowledge in software and Hardware. b) Working experience in Educational/Research institute/ Lab shall be preferred.
7	Superintendent cum Technical Supervisor	a) B.Tech. (Civil) from a recognized University/Institution. b) 04 years experience, in building construction work line or 2 years of experience those who have any Master degree from any Government University/ Institution.	a) Good knowledge of engineering software.

8 & 9	Superintendent	<ul style="list-style-type: none"> a) Bachelor degree in any discipline from a recognized University. b) Five (05) years of experience as Jr. Assistant or three (03) years of experience as Jr. Assistant having Master degree in any discipline from Government University/Institution. 	<ul style="list-style-type: none"> a) Ability to work with computer as evidenced by appropriate Diploma of a minimum of Six months duration from any recognized University or Institution.
10	P.A. to Controller of Examination	<ul style="list-style-type: none"> a) Master Degree in any discipline from a recognized University. b) 55 % marks either in Master degree or in Bachelor degree. 	<ul style="list-style-type: none"> a) Ability to work with computer as evidenced by appropriate Diploma of a minimum of Six months duration from any recognized University or Institution. b) Good command over English and Assamese.
11 to 20	Junior Assistant	<ul style="list-style-type: none"> a) Bachelors Degree in any discipline from a recognized University. 	<ul style="list-style-type: none"> a) Ability to type both Assamese and English as evidenced by appropriate Diploma of a minimum of Six months duration from any recognized University or Institution.
21 & 22	Junior Assistant	<ul style="list-style-type: none"> a) Bachelor degree in Commerce from a recognized University. 	<ul style="list-style-type: none"> a) Having good knowledge in accounting software, E-filing & GST.
23 to 27	Library Assistant	<ul style="list-style-type: none"> a) Bachelors Degree in Library and Information Science from a recognized University. 	<ul style="list-style-type: none"> a) Candidates with experience of working in library of any educational or government institution shall be preferred. b) Ability to work with computer is necessary so that they may engaged in computer lab and language lab of the University or in any other information related work.
28 & 31	Gr.-IV, Night Guard, Lab. Bearer, Library Bearer	<ul style="list-style-type: none"> a) HSLC passed from a recognized School/institution. 	<ul style="list-style-type: none"> a) Ability to handle electronic equipment including computer, photocopier and management of electronic system of office communications within and outside the university.