



Rabindranath Tagore University, Hojai: Assam
(A State University of Assam Govt. Recognized by UGC under 2(f) Category)

Advt. No. RTU/Adv./07/2023

Dated: 20/03/2023

Re-advertisement

Rabindranath Tagore University invites applications from eligible Indian citizens for 04 nos. of Administrative posts against unreserved category. The last date of receipt of filled-in applications is **17-04-2023**. 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-11/1849-1854

Dated: 20/03/2023

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 Commissioner and Secretary, 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. The Publicity Officer, Hojai, Sankardev Nagar. He is requested to take necessary steps to publish this advertisement.
6. 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.
7. Office file.

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



RABINDRANATH TAGORE UNIVERSITY
HOJAI-782435
ASSAM

GENERAL CONDITIONS/INSTRUCTIONS

1. The applicant must be a citizen of India.
2. Age will be calculated as on 01-01-2023 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 has to send a bank draft, of **Rs. 2000 (Non-refundable) 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.
Those who applied against the advertisement No. RTU/Adv/03/2022 dated 20/04/2022, they have to apply again without application fee. However, the photocopy of previous bank draft or receipt copy issued by bank or receipt issued by this university at the time of submission of application has to be attached.
4. The candidate must possess the minimum qualifications for the post.
5. Candidate have to apply in prescribed application form attached herewith as Part A, B and C. Applicants must fill-in all the parts of the application form. However not applicable part may be strike out. Incomplete application i.e. without photocopies of certificates / mark sheets, proof of date of birth etc. will be rejected. A list of enclosures must be furnished as provided in the application form.
6. Applicant may attach additional sheet(s) wherever necessary quoting the serial number.
7. Applicant willing to apply more than one post must send separate application forms for each post(s) along with separate application fee.
8. Application(s) received after the last date shall be summarily rejected.
9. 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.
10. **“Persons in employment must submit their applications through proper channel” with a forwarding note of the employer in ‘Part-C’ of the application proforma.**
11. Canvassing in any form will be a disqualification.
12. 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.
13. **Only short listed candidates will be called for interview.**
14. Candidates will have to appear in the interview at their own cost.
15. 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.
16. Mere fulfillment of minimum qualification will not entitle an applicant to be short listed for interview.
17. 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.....”**
18. 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.

ADVERTISEMENT NO.:RTU/Adv./07/2023

PART-I: DETAILS OF THE POST:

Post Sl. No.	Name of the post(s)	No. of post	Category of Reservation	Pay Band	Desirable Age limit
1	Registrar	1	UR	Rs.1,44,200- Rs.2,18,200	45 to 55 years
2	Academic Registrar	1	UR	Rs.1,44,200- Rs.2,18,200	45 to 55 years
3	Controller of Examinations	1	UR	Rs.1,44,200- Rs.2,18,200	45 to 55 years
4	Finance Officer	1	UR	Rs.30,000-Rs.1,10,000 Grade Pay Rs. 14500	As per State Govt. Rule (Vide Govt. order no. ABP.6/2016/51 dated 2 nd September, 2020)

Age of superannuation: 60 years.

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

Position 1 & 2 will be for a term of five years, with the incumbent remaining on probation for up to two years following which her/his position may become confirmed for the remaining period of the term. With eligibility conditions permitting, the incumbents may be considered for reappointment. Position 3 & 4 will be of a whole time officer who will serve until superannuation after successful probation of up to two years.



(Tilak Chandra Kalita)
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 qualifications	Desirable qualifications
1	Registrar	<p>a) Master degree with at least 55% of the marks or its equivalent grade 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 administration / management in Govt. educational institution.</p> <p style="text-align: center;">Or</p> <p>c) Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>d) 15 years of administrative experience of which 08 years shall be as Deputy Registrar or an equivalent post.</p>	<p>a) Ph.D. degree.</p> <p>b) Good level of familiarity with university administration and management systems, experience/knowledge in financial and/or human resource management as well as resource generation and management.</p> <p>c) Should have good interpersonal skills to interface with students, teachers, staff, public and media at all levels.</p>
2	Academic Registrar	<p>a) Master degree with at least 55% of the marks or its equivalent grade 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 administration/management in Govt. educational institution.</p> <p style="text-align: center;">Or</p> <p>c) Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>d) 15 years of administrative experience of which 08 years shall be as Deputy Registrar or an equivalent post.</p>	<p>a) Ph.D. degree.</p> <p>b) Good computer proficiency, familiarity with ERP/university administration and management systems, digital methods of delivering education, curriculum development, and accreditation and ranking of academic institutions.</p>

3	Controller of Examinations	<p>a) Master degree with at least 55% of the marks or its equivalent grade 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 administration/management in Govt. educational institution.</p> <p style="text-align: center;">Or</p> <p>c) Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>d) 15 years of administrative experience of which 08 years shall be as Deputy Registrar or an equivalent post.</p>	<p>a) Ph.D. degree.</p> <p>b) Experience in the handling of examination matters and computer proficiency.</p>
4	Finance Officer	<p>a) A Post-Graduate degree in Commerce from a recognized university with at least 55% marks or its equivalent in the CGPA scale along with at least 2 years of experience in Accounting in Govt. Organization or Public Sector undertaking /Research Organization.</p> <p style="text-align: center;">Or</p> <p>b) A professional qualification from either ICWAI or ICAI or MBA Finance with 2 years of experience in Accounting in Govt. Organization or Public Sector undertaking /Research Organization.</p>	<p>a) Computer literacy to oversee installation of appropriate software and computerization of all Finance and Accounts and stores related matters with good interpersonal skills.</p>