



Rabindranath Tagore University

Hojai: Assam

Advt. No. RTU/Adv./13/2023

Dated: 28/09/2023

Advertisement

Rabindranath Tagore University invites applications from eligible Indian citizens for 01 no. of Non-teaching position. The last date of receipt of filled-in applications is **07-10-2023**. 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-11/2583-2587

Dated: 28/09/2023

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. Commissioner and Secretary, Higher Education Department, Govt. of Assam, 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

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 01-01-2023 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. Candidates 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. Fulfillment of minimum qualification does not mean that he/she will be called for interview. **Only short listed candidates will be called for interview.**
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. 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..... against the category of.....” (UR, OBC/MOBC, SC, ST(H), ST(P), PWD)**
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.

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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	P.S. to Vice-Chancellor	1	Rs. 30000- Rs. 1,10,000 G.P. Rs. 14500	Unreserved

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	P.S. to Vice-Chancellor	a) Master Degree in any discipline from a recognized University. b) 55 % marks either in Master degree or in Bachelor degree. c) Ability to work with computer as evidenced by appropriate Diploma/Certificate of a minimum of 1 year duration from any recognized University or Institution.	a) Good command over English Assamese and Hindi. b) Candidates with experience of working in higher Education shall be preferred. c) Stenography.