



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

Ref. No. RTU/EST-11/3544

Dated: 26-09-2024

Advertisement No. 22/2024

Advertisement for Assistant Librarian

Rabindranath Tagore University invites applications from eligible Indian citizens for the post of **Assistant Librarian** against unreserved category. The last date of receipt of filled-in applications is **18/10/2024**. Application shall be received only in offline mode either by Registered Post or by Speed Post. The University will not be responsible for any postal delay. **Those who applied earlier in response to Advt. No.RTU/Adv./8/2023 Dated: 25/05/2023 need not apply again. However, they will have to submit their willingness to consider their candidature along with updated CV (if any) to the Registrar, RTU, Hojai by post only.**

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

Sd/-

Registrar i/c

Rabindranath Tagore University, Hojai

Memo No: RTU/EST-11/3544(A)

Dated: 26-09-2024

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.

Registrar i/c

Rabindranath Tagore University, Hojai, Assam.

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GENERAL CONDITIONS/INSTRUCTIONS

1. The applicant must be a citizen of India.
2. Age limit for the Post is 38 years. Age will be calculated as on 01-01-2024 on the basis of the School/Matriculation/HSLC Admit Card/ Certificate issued by a recognized Board/Council.
3. Candidate has to send a bank draft, of **Rs. 3000 (Rs.2000 for SC/ST Applicants) (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.
4. The candidate must possess the minimum qualifications for the post, as per UGC Guidelines.
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 for 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, in person.
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-782436, Assam (India)"** in an envelope super scribing **"APPLICATION FOR THE POST OF ASSISTANT LIBRARIAN"**
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.


Registrar i/c

Rabindranath Tagore University, Hojai, Assam.



ADVERTISEMENT NO.:RTU/Adv./22/2024

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	Assistant Librarian	1	UR	Rs.57700- Rs.182400	As per state Govt. Rule.

Age of superannuation: 60 years.

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	Assistant Librarian	a) The latest UGC norms.	a) Proficiency in English and Assamese, proficient in library works, good organizational skills, knowledge of government norms and rules, good interpersonal skills. Experience in library management software.

Age of superannuation: 60 years.

Registrar i/c

Rabindranath Tagore University, Hojai, Assam.

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