



**Rabindranath Tagore University**  
**Hojai: Assam**

Advt. No. RTU/EST-11/3546

Dated: 26-09-2024

**ADVERTISEMENT No. 24/2024**  
**ADVERTISEMENT FOR THE POSTS OF ACCOUNTANT**

Rabindranath Tagore University (RTU) invites applications from eligible Indian citizens for the Post of **Accountant**. The last date of receipt of filled-in applications is **18/10/2024**. Applications 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./09/2023 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  
Dated: 26/09 /2024

Memo No: RTU/EST-11/3546 (A)

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. The Publicity Officer, Hojai, Sankardev Nagar. He is requested to take necessary steps to publish this advertisement
7. Finance officer, RTU.
8. Office file.

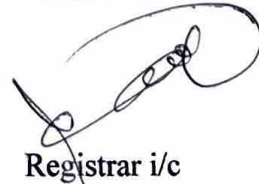
  
Registrar i/c

Rabindranath Tagore University, Hojai, Assam.

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**GENERAL CONDITIONS/INSTRUCTIONS**

1. The applicant shall not be less than 18 years or more than 45 years of age as on 01-01-2024 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 HSLC Admit Card/ Certificate issued by a recognized Board. However Rabindranath Tagore University reserves the right to relax any requirements of experience and age for exceptional candidates, particularly for those from Govt. Educational /research institution and having good track record.
2. Candidates have to send a bank draft of Rs. 1000/- (Rs. 700 for SC/ST applicant) (*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.
3. The candidate must possess the minimum qualifications for the post.
4. Candidates have to apply in prescribed application form attached herewith in 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.
5. The candidates must have the proficiency in English language.
6. Applicant may attach additional sheet(s) wherever necessary quoting the serial number.
7. Application(s) received after the last date shall be summarily rejected.
8. 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.
9. **Persons in employment must submit their applications through proper channel with a forwarding note of the employer in 'Part-B' of the application proforma.**
10. Canvassing in any form will be a disqualification.
11. 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.
12. **Only short listed candidates will be called for interview/viva-voice.**
13. Candidates will have to appear in the interview at their own cost, in person.
14. 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.
15. Mere fulfillment of minimum qualification will not entitle an applicant to be short listed for interview.
16. 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 ACCOUNTANT against the category of....."** (UR, OBC/MOBC, SC, ST(H), ST(P), PWD)
17. 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.



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## ADVERTISEMENT No. 24/2024

### PART-I: DETAILS OF THE POST:

Post Sl. No.	Name of the post(s)	No. of post(s)	Pay Band	Reservation
1	Accountant	1	Rs. 22,000-87,000 G.P. 8000	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	Accountant	a) Bachelor Degree in Commerce from a recognized University with a work experience of at least three years in a relevant field.	a) A Diploma/certificate of minimum of 6 months duration in computer applications/experience of handling accounting software such as Tally.ERP.

  
Registrar i/c  
Rabindranath Tagore University, Hojai, Assam.

