



ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY

A State University of Government of Assam constituted by "Assam Science and Technology University Act, 2009"
Tetelia Road, Near Assam Engineering College, Jalukbari, Guwahati-781013, Assam
Website: www.astu.ac.in

NO: ASTU/REG/RECRUIT/212/2016/(Part-IV) / 9151

Date: -12/04/2023

ADVERTISEMENT NO: 04/2023

Applications are invited for the post of "Junior Assistant/ Office Assistant" in Assam Science and Technology University, Guwahati, from Indian citizens as defined in Article 5-8 of the Constitution of India in the pay scale, terms and conditions given below.

1. JUNIOR ASSISTANT/OFFICE ASSISTANT (Post Code No: JA/04/2023)

Number of Post: 01

Scale of Pay: Rs. 14,000-Rs. 60,500 + Grade pay: Rs. 8,000/- (As per Government of Assam 7th Pay Scale)

Academic Qualification:

The applicant must be a Graduate in any discipline from a recognised University. Candidates must have adequate Computer Knowledge and exposure in Windows and MS Office environment having fluency in English writing and speaking.

Knowledge of Assamese language is desirable.

Age: Minimum age should be 18 years and Maximum age 40 years as on 01/01/2023

Application submission deadline: **04 May 2023, 13:30 noon.**

Desirable:

1. Working Knowledge in ERP
2. Knowledge in Computer literacy like MS Word / Excel/ Financial software -Tally /Internet etc.

How to apply:

Application form: Prescribed application form may be downloaded from the ASTU website www.astu.ac.in

A candidate should not submit more than one application for one post. The envelope sending the application should be superscribed "Application for the post of "**Name of the Post (Post code)**" on the top of the envelope addressed to **The Registrar, Assam Science and Technology University, Tetelia Road, Jalukbari, Guwahati-781013.** The size of the prescribed application form is approximately 21cm x 29.7cm (A4 size). Only downloaded form will be accepted.

Nmnd

Fees: Application processing fee is Rs.1000/- only (Rupees One Thousand Only). Reserved category (SC/ST) applicants need to pay Rs 500/-(Rupees Five Hundred Only). This application fee is non- refundable. All fees to be paid **by Demand Draft** or by **Banker's Cheque** in favour of *Assam Science and Technology University, Guwahati payable at State Bank of India, AEC Branch, Branch Code - 010670, Guwahati-781013, Assam*. No cheques or cash will be accepted.

Mode of Selection:

1. **Junior Assistant/ Office Assistant:** Written test followed by computer skill test. Only the written test qualified candidates will be called for computer skill test.
Syllabus of written test: General Knowledge, General Aptitude, General English, and Computer Knowledge.
 - The written test will be held to shortlist candidate for computer skill test. Computer skill test along with interview will be held to finalise the selected candidate.
 - The question paper for written examination will be Multiple Choice Question (MCQ) only.
 - Each question will carry 01 marks only. There will be no negative marking.

General terms and Instructions to the Candidates

1. Appointment will be up to the age of sixty years and subject to the university rules.
2. Candidates must have registered their names in any employment exchange of Assam only.
3. Candidates applying through proper channel from the Govt./ Semi Govt./ Autonomous organisation/ Public Sector will be given 5 (five) years relaxation in age.
4. The Bio-data format should be filled and submitted along with 3 Passport Size Photographs and two self-addressed envelopes.
5. Eligibility of a candidate and any other Short-listing criteria shall be considered as on the last date of submission of application (except age, which will be on 01.01.2023).
6. Mere fulfilment of minimum criteria with the shortlisted candidate does not entitle for the claim for the posts.
7. (i) Application submitted after the last date and time, (ii) application(s) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
8. Certificate in support of experience should be in proper format, *i.e.* it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his/her signature.
9. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.



10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
12. Applicants who are in employment should submit their applications *through proper channel*. However, the candidate who has not submitted through proper channel must submit the NOC at the time of interview.
13. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards including caste certificate (for SC/ST/OBC etc) candidates from the concerned authority) in support of their qualifications and category. Originals should not be sent along with the application but these must be produced at the time of interview. Candidates anticipating delay in processing through proper channel may submit an advance copy of the application directly with the required fees.
14. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of written/interview and reasons for not being called for written/ interview.
16. Canvassing in any form will be a disqualification.
17. No interim correspondence shall be entertained.
18. Internal candidates will be given preference.
19. *The University reserves the right to withdraw any advertised post(s) at any time without giving any reason.*
20. Freshly selected candidate will be governed by the New Pension Rules, 2005. If any selected candidate joining through proper channel with joining prior to 01.02.2005, the retirement benefit will be governed as per Govt. of Assam Rules & Regulations.
21. No TA/DA shall be paid to the candidates for attending the written exam/ interview.
22. All disputes will be under the Jurisdiction of Guwahati, Assam only.

Date:12/04/2023


Registrar
Assam Science and Technology University

