



# OFFICE OF THE REGISTRAR :: ASSAM WOMEN'S UNIVERSITY

(Established by the Assam Women's University Act "XXII" of 2013)

ROWRIAH :: JORHAT-785004

No. AWU/Estt./18/2014-15/Part-I/1183

Date 21.07.2023

## ADVERTISEMENT

Applications are invited from intending eligible candidates for filling up the various vacancies of Non-teaching posts in Assam Women's University, Jorhat. Sealed applications accompanied by all relevant testimonials (*including educational qualifications and experience, if applicable*) and a clear indication of the applied post's name should reach the **Office of the Registrar, Assam Women's University, Rowriah, Jorhat, Assam-785004** on or before **31/08/2023** along with a Bank Draft in favour of the Registrar, Assam Women's University, Jorhat (A/C No.: 37489604297, IFS Code: SBIN0002003) payable at State Bank of India, Assam Agricultural University Branch. Please ensure to email the soft-copy of the Application and relevant documents to [recruitment@awu.ac.in](mailto:recruitment@awu.ac.in) with the subject line "**Application for the post of \_\_\_\_\_ as per Advt. No. \_\_\_\_\_**". Category-wise application fee to be paid are shown as follows:

### I. CATEGORY-WISE APPLICATION FEE

#### A. For the Posts of Registrar, Finance Officer, Controller of Examination, Academic Registrar, Deputy Controller of Examination, Deputy Registrar and Assistant Librarian:

Sl. No.	Category	Fees per Post
1	Unreserved	Rs. 2,000/-
2	OBC/MOBC	
3	SC	Rs. 1,000/-
4	ST(P)	
5	ST(H)	

#### B. For the Posts of Accountant, Junior Accountant, Junior Administrative Assistant, Junior Assistant and Peon:

Sl. No.	Category	Fees per Post
1	Unreserved	Rs. 500/-
2	OBC/MOBC	
3	SC	Rs. 250/-
4	ST(P)	
5	ST(H)	

Persons in employment should apply through proper channel or furnish a No Objection Certificate (NOC) from their employers. Suitable persons on deputation may also be considered. Incomplete applications or applications received after the last date or without application fee shall not be considered. The eligibility criteria of the posts are as follows:

### II. THE POST WISE VACANCIES WITH MINIMUM QUALIFICATION, PAY SCALE AND GRADE PAY AS ADMISSIBLE UNDER RULES ARE GIVEN BELOW:

*Signature*

Sl. No.	Name of the Post	Minimum requisite qualification	No. of Posts	Pay Scale	Category of Reservation
1	Registrar	<p>a. Master's degree with at least 55% of the marks or an 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 educational administration</p> <p>or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education</p> <p>or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>	1	Rs. 1,44,200 - 2,18,200 at AL-14	UR (Single Post)
2	Finance Officer	<p>a. Master's degree with at least 55% of the marks or an 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 educational administration</p> <p>or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p>or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>	1	Rs. 1,44,200 - 2,18,200 at AL-14	UR (Single Post)
3	Controller of Examination	<p>a. Master's degree with at least 55% of the marks or an 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 educational administration</p> <p>or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p>or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b></p> <p>a. A Ph.D. degree is desirable</p> <p>b. Experience in examination system, computer/</p>	1	Rs. 1,44,200 - 2,18,200 at AL-14	UR (Single Post)

		software/ automation of academic administration. Should have good interpersonal skill to interface with students, teachers, staff, public and media at all levels.			
4	Academic Registrar	<p>a. Master's degree with at least 55% of the marks or an 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 educational administration.</p> <p>or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p>or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b></p> <p>a. A Ph.D. degree is desirable</p> <p>b. Experience in academic administration, computer/ software/ automation of academic administration, digital methods of delivering education, curriculum and development, and accreditation and ranking of academic institutions.</p>	1	Rs. 1,44,200 - 2,18,200 at AL-14	UR (Single Post)
5	Deputy Controller of Examination	<p>a. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b. Five years of experience as Assistant Registrar or in equivalent post.</p> <p><b>Desirable:</b></p> <p>a. Experience in administration and conducting examinations at higher educational institutions and proficiency in computerization of examination works.</p>	1	Rs. 78,800 - 2,11,500 at AL-12	UR (Single Post)
6	Deputy Registrar	<p>a. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b. Five years of experience as Assistant Registrar or in equivalent post.</p> <p><b>Desirable:</b></p> <p>a. Good 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>b. Should have good interpersonal skills to interface with students, teachers, staff, public and media at all level</p>	1	Rs. 78,800 - 2,11,500 at AL-12	UR (Single Post)
7	Assistant Librarian	a. A Master's Degree in Library Science, Information Science or Documentation Science	1	Rs.	UR (Single Post)

		<p>or an equivalent professional degree, with at least 55% marks (<i>or an equivalent grade in a point-scale, wherever the grading system is followed</i>).</p> <p>b. A consistently good academic record, with knowledge of computerization of a library.</p> <p>c. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-</p> <p>i. The Ph.D. degree of the candidate has been awarded in the regular mode</p> <p>ii. The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>iii. Open Ph.D. viva voce of the candidate has been conducted;</p> <p>iv. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>v. The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/ supported by the UGC/ICSSR/CSIR or any similar agency</p>		57,700 - 1,82,200 at AL-10	
8	Accountant	<p>a. Master's Degree/ Bachelor's Degree in Commerce from a recognized University with a Diploma/certificate of minimum of 1 year duration in computer applications/experience of handling accounting software such as Tally ERP.</p> <p>b. Experience of working in any higher educational institution in office management/ Accounts shall be preferred.</p> <p><b>Desirable:</b></p> <p>a. Knowledge of handling PFMS</p>	1	Rs. 22,000 - 87,000 + Grade Pay Rs. 8,000	UR (Single Post)
9	Junior Accountant	<p>a. B.Com. from a recognized University with minimum 1 year Certificate / Diploma in Computer Applications</p> <p><b>Desirable:</b></p> <p>a. Experience of working in any higher educational</p>	1	Rs. 14,000 - 49,000 +	UR (Single Post)

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		institution in office management/ Accounts shall be preferred		Grade Pay Rs. 8,700	
10	Junior Administrative Assistant	a. Post Graduate/Graduate in any discipline from a recognized University with minimum 1 year Certificate / Diploma in Computer Applications.  <b>Desirable:</b> a. Experience of working in any higher educational institution shall be preferred	1	Rs. 14,000 - 49,000 + Grade Pay Rs. 8,700	UR (Single Post)
11	Junior Assistant	a. Post Graduate/Graduate in any discipline from a recognized University with minimum 1 year Certificate / Diploma in Computer Applications.  <b>Desirable:</b> a. Experience of working in any higher educational institution shall be preferred	1	Rs. 14,000 - 49,000 + Grade Pay Rs. 6,200	UR (Single Post)
12	Peon	a. Candidate should at least be read upto Class VIII with highest qualification not exceeding Class 10+2 (HSSLC)  <b>Desirable:</b> a. Ability to handle electronic equipment including computer, photocopier and management of electronic system of office communications within and outside the university. b. Experience of working in any higher educational institution shall be preferred.	5	Rs. 12,000 - 37,500 + Grade Pay Rs. 4,400	UR-3 OBC/MOBC-1 ST(P)-1

### III. AGE LIMIT & RELAXATION

The age limit of the candidates will be calculated on the basis of the Matriculation/ HSLC Admit Card or Pass Certificate issued by a recognized Central/State Board/Council and no other document shall be accepted in lieu of the mentioned documents.

<b>Age Relaxation for Grade III &amp; IV</b>	The Upper is limit for entry into the state government service from 38 years to 40 years for Grade III and Grade IV post will be considered as per the notification no. ABP.612016151 dated the 2 <sup>nd</sup> September 2020 issued by the Government of Assam, Department of Personnel: Personnel (B), Guwahati. Age relaxation for reserved categories will be applicable as per Govt. of Assam rules.
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#### Note:

- 1) Applicants must fill in only correct information. If it is found, at a later date, that any information given in the application is incorrect / false, the candidature is liable to be cancelled / terminated.
- 2) Mere fulfilment of the minimum eligibility criteria shall not entitle an applicant for consideration to be called for interview / written test (*whichever is applicable*). The decision of the SCREENING COMMITTEE(s) of Assam Women's University for short listing of candidates shall be final and binding.
- 3) Claims of educational qualifications or any other technical qualifications must be supported by relevant certificates as well as mark sheets. Applications not supported by relevant documents shall be summarily rejected.
- 4) For Grade III & Grade IV recruitment, of Assam Women's University will hold Written Test, Computer Test/ Personal Interview for selection of candidate(s) on merit grounds. The date,

*Signature*

time & venue of such examinations/interview will be notified in due course of time on the University's official website.

- 5) Canvassing in any manner, directly or indirectly, on the part of the candidate(s) or relatives of the candidate(s) shall lead to his / her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, appointment of the candidate shall be liable to termination forthwith.
- 6) Any addendum/corrigendum and related notifications will be published on the University website: [www.awu.ac.in](http://www.awu.ac.in) only. Applicants are advised to regularly check the University website for any update/notification.

(Tapan Kr. Gohain, ACS)  
Registrar  
Assam Women's University  
Jorhat-04, Assam

Memo No. AWU/Estt./18/2014-15/Part-I/ 1184 - 1194

Dated

Copy for information and necessary action to:

1. The Hon'ble Vice Chancellor, AWU, Jorhat
2. P.S. to the Hon'ble Minister, Education, Assam, Guwahati-781006 for kind appraisal of the Hon'ble Minister
3. P.S. to the Secretary to the Govt. of Assam, Higher Education Department, Dispur for kind appraisal of the Secretary.
4. The Joint Secretary to the Govt. of Assam, Higher Education (Technical) Department, Dispur for his/her kind appraisal.
5. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action.
6. The Addl. Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6 for information with reference to the letters vide no. ATE.164/2015/119 dated 15-09-2018 and eCF No. 238140/4 dated 22-05-2023.
7. The Accountant General (A&E), Beltola, Guwahati-29 for kind information.
8. Finance (EC-III) Department, Dispur, Guwahati-6 with ref. to the letters vide no. ATE.164/2015/119 dated 15-09-2018 and eCF No. 238140/4 dated 22-05-2023.
9. Finance (SIU) Deptt. Dispur, Guwahati-6 with ref. to the letters vide no. ATE.164/2015/119 dated 15-09-2018 and eCF No. 238140/4 dated 22-05-2023.
10. The Treasury Officer, Jorhat Treasury, Jorhat-785001
11. Office Copy

Registrar  
Assam Women's University  
Jorhat-04, Assam