



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) / 10805

Date: -27/11/2020

ADVERTISEMENT NO: 04/2020

Applications are invited from eligible candidates who are citizens of India for filling up the post of the University as indicated below with the following terms and conditions:

1. **JUNIOR ASSISTANT/OFFICE ASSISTANT (Post Code No: JA/01/2020)**

Number of Post: 01

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

Academic Qualification:

The applicant must be 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 of 40 years as on 01/01/2020

Last date of application to be reached at the University: **14 December 2020.**

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 envelop 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.

Fees: Application processing fee is Rs.500/- only (Rupees Five Hundred Only). Reserved category (ST/SC) applicants need to pay Rs 250/- (Rupees Two Fifty Only). This application fee is non- refundable. All fees to be paid **online or Demand Draft** in favour of *Assam Science and Technology University, Guwahati payable at State Bank of India, AEC Branch, Branch Code - 010670, Guwahati-781013, Assam*

Online mode of payment: Visit <https://www.onlinesbi.com/prelogin/icollecthome.htm>. Select **State of Corporate/Institution** as Assam and select **Type of Corporate/Institution** as Education Institutions; Select **Educational Institutions Name** as Assam Science and Technology University after that subsequent application fee for the post. Printout of online receipt is to be attached with the application.

No cheques or cash will be accepted.

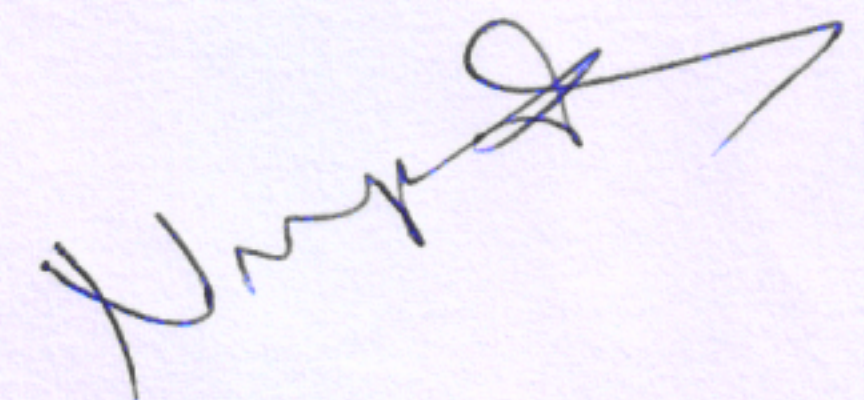
Mode of Selection:

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 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. Candidates must have registered their names in any employment exchange of Assam only.
2. Candidates applying through proper channel from the Govt./ Semi Govt./ Autonomous organisation/ Public Sector will be given 5 (five) years relaxation in age .
3. The Bio-data format should filled along with 3 Passport Size Photographs and two self-addressed envelopes.
4. 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 01.01.2020).
5. Mere fulfilment of minimum criteria with the shortlisted candidate does not entitle for the claim for the posts.
6. (i) Application after the last date and time, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
7. 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.
8. 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 candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
9. 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.

10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
11. 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.
12. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards including caste certificate (for SC/ST 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.
13. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
14. 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.
15. Canvassing in any form will be a disqualification.
16. No interim correspondence shall be entertained.
17. Internal candidates will be given preference.
18. *The University reserves the right to withdraw any advertised post(s) at any time without giving any reason.*
19. 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.
20. No TA/DA shall be paid to the candidates for attending the written exam/ interview.
21. All disputes will be under the Jurisdiction of Guwahati, Assam only.



Registrar

Assam Science and Technology University

Date:27/11/2020