



**ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY**  
A State University of Government of Assam constituted by "Assam Science and Technology University Act, 2009"  
Tetelia Road, Jalukbari, Guwahati-781013, Assam  
www.astu.ac.in

NO: ASTU/REG/RECRUIT/212/2016(Part-V)/ 7/65

Dated: 08/06/2026

**ADVERTISEMENT NO: 03/2026**

Applications are invited for recruitment in the post of **Controller of Examinations (CoE)** 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.

**Controller of Examinations (Post Code: COE/01/2026), No. of Post=1 (one) UR**

**Pay Scale:** Pay Matrix level: Pay Level:14 (Rs.1,44,200 – Rs. 2,18,200/-) + other allowances as admissible.

**Qualifications and experience required:**

1. A Masters degree with at least 55% marks or its equivalent grade in the seven-point scale, and,
2. 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,  
Or  
Comparable experience in research establishment and/or other institutions of higher education,  
Or  
15 years of administrative experience of which eight years shall be as Deputy Registrar or an equivalent post.

**Desirable: -**

1. Demonstrated performance for the conduct of University Examinations economically by securely distributing Question Papers to various examination centres geographically distributed over different regions, specially in remote areas,
2. Deployment of online systems for evaluation and processing of results in economical way,
3. Deployment of ERP for University Examination work,
4. Computerization of various works involved in the conduct of University Examinations,
5. Experience in conducting or assisting University/College/Institution Examinations
6. Ability to maintain confidentiality in the work in general, and specifically for the purpose of University Examinations,
7. Very good communication and drafting skills, and demonstrated leadership as relevant to conduct of University Examinations and related activities
8. Ph.D. degree in Engineering/Technology.



## General terms and Instructions to the Candidates

1. Appointment will initially be for the period of one year, subject to yearly renewal, based on good performance and contribution will be for subsequent years on yearly basis. The maximum period for this appointment is for five years or upto the age of 60 years whichever is earlier.
2. The university has in-campus teaching program(s). The Controller of examinations, being the highest level pay in university, may be assigned the teaching responsibility of in-campus B.Tech programs specially for senior level(third -fourth year) courses, and he/she would not refuse the university requirements. He she need to put an extra effort to contribute to university in this way. In addition, the Controller of Examinations shall perform the duties as listed on page 8782-8783 of The Assam Gazette, Extraordinary August 25, 2022 (part of ASTU statutes).
3. The bio-data format should be filled and submitted along with three Passport Size Photographs and two self-addressed envelopes.
4. The envelope containing the application should be super-scribed "Application for the post of Controller of Examinations Post Code: COE/01/2026.
6. Eligibility of a candidate and satisfaction of any other criteria shall be considered as on the last date of submission of application.
7. (i) Application(s) received after the last date and time, (ii) application(s) incomplete in any respect, and (iii) any addition/alteration/fresh paper/enclosure(s) after closing date, of application 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, bearing 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, *i.e.*, (i) at the time of appointment, and/or (ii) during the tenure of the service. In case it is detected that the documents submitted by the candidates are doubtful or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated without giving any reason thereof.
10. The University reserves the unconditional right to modify/ withdraw/cancel any communication made to the candidates even after the issue of appointment letter; the university shall not be bound to give any reason (s) for such action.
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 need to submit the application *through proper channel*. They need to produce the NOC for appearing in the interview and they need to submit the annual confidential reports for the last five years, failing which the candidate may not be allowed to appear in the interview.
13. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards including caste certificate (for SC/ST/OBC candidates from the concerned authority) in support of their category. Originals should not be sent along with the application but these need to 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 minimum essential qualifications as laid down in the advertisement.



15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of examination (if applicable), and reason for not being called for examination/ interview.
16. Canvassing in any form will be a disqualification.
17. No interim correspondence shall be entertained.
18. *The University reserves the right to withdraw any advertised post(s) at any time without giving any reason. Mere eligibility shall not entitle any candidate for being called for the interview.*
19. The candidate will be appointed after being found medically fit.
20. Mere fulfilment of minimum eligibility criteria shall not entitle a person for consideration. The decision of the university for short listing of candidates shall be final and binding.
21. *The applications for poss must be accompanied with a processing fee (Non-refundable) of Rs.2000/- (Rs.1000/- for SC/ST candidates) in online mode. No cheque, DD or cash will be accepted for a processing fee.*

**Online mode of payment:**

Please follow below steps for the online payment:

- i. Visit the site-SBI Collect ( <https://onlinesbi.sbi.bank.in/sbicollect/>)
  - ii. Select **Category** as **Educational Institute**
  - iii. **Filter state** as **Assam**
  - iv. Search **Assam Science and technology University** in **Category: [Educational Institutions](#)**
  - v. Click on **Assam Science and technology University**
  - vi. Select **payment category** as:
    - a. Application Fee for Recruitment (2000)"-Other than SC/ST Category
    - b. Application Fee for Recruitment (SC/ST) (1000)"-For SC/ST Category.
  - vii. Provide your details and make the payment.
  - viii. Print the online receipt which has to be submitted with the application.
22. *The application must reach to the Office of Registrar, Assam Science and Technology University, Tetelia Road, Near AEC Campus, Jalukbari, Guwahati-781 013 on or before 8<sup>th</sup> July, 2026.*
23. The applications received after the deadline of their receipt (of applications) would not be entertained.
24. Only shortlisted candidate(s) will be called for interview.
25. No TA/DA shall be paid to the candidates for attending the interview.
26. All disputes will be under the Jurisdiction of Guwahati, Assam only.
27. Retirement benefit will be limited to the Govt of Assam Rules.
28. Selected candidate shall be in the New Pension Rules, 2005, and the request for other option(s) would not be entertained by the university.
29. Candidates are advised to visit the university website ([www.astu.ac.in](http://www.astu.ac.in)) frequently for any changes/modifications (addendum, corrigendum).



*Nandini Devi*  
Registrar