

**OFFICE OF THE REGISTRAR:: ASSAM AGRICULTURAL UNIVERSITY
JORHAT-785013**

No. AAU/RG/1.5.111/2022/_____

Dated : ___/___/2022.

Advertisement No. 04/2022

Online applications are invited from the permanent residents of Assam on or before the 4 PM of 12-06-2022 for filling up of the post of **Junior Accountant, Junior Administrative Assistant and Laboratory Assistant Gr-III** under Assam Agricultural University. All the details will be available in the link provided at www.aau.ac.in/non-teaching-recruitment w.e.f. 4 PM of 13-05-2022.



Sd/- Registrar,
Assam Agricultural University,
Jorhat-785013.

Memo No. AAU/RG/1.5.111/2022/ 1855-79

Dated : 06/05/2022.

Copy forwarded for information and necessary action to :

1. The Secretary to the Vice-Chancellor, AAU, Jorhat.
2. The Director of Research (Agri./Vety.)/Extension Education/Physical Plant/ P.G. Studies/ Students Welfare, AAU, Jorhat/ Khanapara.
3. The Dean/ Dean i/c, Faculty of Agriculture/Veterinary Science/Community Science/ Fisheries Science, AAU, Jorhat/ Khanapara/Raha
4. The Chief Librarian, Rev. B. M. Pugh Library, Jorhat.
5. The Assoc. Dean, BNCA/LCVSc/SCSCA/ CH&FSR, AAU, Biswanath Chariali/N. Lakhimpur/ Dhubri/Nalbari.
6. The OSD, College of Sericulture, AAU, Titabar/Jorhat
7. The Comptroller, AAU, Jorhat.
8. The Jt. Registrar(Acad.), AAU, Jorhat/Khanapara
9. The Senior Estate Officer, AAU, Jorhat.
10. The Advertising Manager, The Dainik Janambhumi, Jorhat. He is requested kindly to arrange for publishing the Advertisement in one issue of The Dainik Janambhumi, Jorhat and submit the bills in triplicate along with the paper cutting of the Advertisement to the undersigned, AAU, Jorhat for payment in due course.
11. The Advertising Manager, The Sentinel Assam, Saraswati Market, G.S. Road, Six Mile, Guwahati, Assam. He is requested kindly to arrange for publishing the Advertisement in one issue of The Sentinel, Assam and submit the bills in triplicate along with the paper cutting of the Advertisement to the undersigned, AAU, Jorhat for payment in due course.
12. Dr. M. K. Modi, Professor & Head, Deptt. of ABT and I/c ARIS Cell, AAU, Jorhat with a request to develop the online form and create the link.
13. Dr. A. Saikia, Professor & Web Master, Deptt. of Horticulture, AAU, Jorhat. He is requested to incorporate the (enclosed) Advertisement in the AAU website, once the link is created.


Registrar,
Assam Agricultural University,
Jorhat - 785013


Reference
Advt. No. 04/2022

1.	Name of the post :	Junior Administrative Assistant							
	No. of posts :	27 (Twenty Seven)							
	Reservation	OBC/MOBC	SC	ST(P)	ST(H)	UR	PWD	EWS	Total Post/s
		3	1	6	3	8	1	5	27
	Initial Pay :	Rs. 14,000 -49,000 + GP: 8,700							
	Essential qualifications:	The minimum educational qualification of the candidate shall be a Bachelor Degree in Science/Arts/ Commerce of a Govt. recognized University.							
	Desirable :	Diploma/Certificate in Computer Application.							

2.	Name of the post :	Junior Accountant							
	No. of posts :	17 (Seventeen)							
	Reservation	OBC/MOBC	SC	ST(P)	ST(H)	UR	PWD	EWS	Total Post/s
		3	0	4	2	1	2	5	17
	Initial Pay :	Rs. 14,000 -49,000 + GP: 8,700							
	Essential Qualifications:	The minimum educational qualification of the candidate shall be a Bachelor Degree in Science/Arts/ Commerce of a Govt. recognized University.							
	Desirable :	1. Diploma/Certificate in Computer Application. 2. Experience in Accounts.							

3.	Name of the post :	Laboratory Assistant Gr.-III							
	No. of posts :	12 (Twelve)							
	Reservation	OBC/MOBC	SC	ST(P)	ST(H)	UR	PWD	EWS	Total Post/s
		3	1	1	1	4	1	1	12
	Initial Pay :	Rs. 14,000 -49,000 + GP: 8,700							
	Essential qualifications:	The minimum educational qualification of the candidate shall be a Bachelor Degree in Science/Home Science of a Govt. recognized University.							

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06/07/2022

A. General Instructions:

1. Candidates must submit a copy of the Permanent Residential Certificate (PRC) issued by the Govt. of Assam along with the application form.
2. In-service candidates shall have to submit an NOC from their respective Department/ Organization.
3. The minimum age of the candidates as shall be 18 years and maximum age limit shall be 40 years as on 01-01-2022. There will be relaxation in Upper Age limit for SC, ST candidates by 5 yrs. i.e. 45 yrs. and for OBC/MOBC by 3 yrs. upto 43 yrs. And 2 yrs. for Ex-serviceman and 10 yrs. i.e. upto 50 for persons with disabilities. The upper age limit in case of in-service AAU employees will be relaxed as per AAU's norms.
4. The candidates have to deposit an Application Fees as follows:
 - a. Rs. 500/- for UR, OBC/MOBC, EWS candidates.
 - b. Rs. 250/- for SC, ST(P) , ST(H) and PWD candidates.The fees shall have to be deposited by way of online payment through Payment Gateways provided in the portal.
5. EWS candidates must produce Income & Assets certificate of the family having the validity for the year 2022-23 and issued by the officer not below the rank of Circle Officer as per provision of Para 5 of Govt. OM No.ABP.07/2019/4, dated 10-04-2019. Also kindly, refer to the Govt. of Assam OM No. ABP.07/2019/3 dated 02-02-2019.
6. The selection and appointment shall be made as per AAU Rule.

B. Disqualification for appointment:


- a. No person shall be eligible for appointment to the service
 - i. Unless he/she is a permanent resident of Assam.
 - ii. Unless he/she possesses good conduct and antecedents as certified by the Head of the institution last attended/ previous employer.
 - iii. If he/she is insane or if has ever been convicted by the Court of Law for criminal offence.
- b. **Canvassing directly or indirectly shall be treated disqualification.**

C. Mode of Selection:

For the post of Jr. Accountant, Jr. Admin. Assistant, Lab. Assistant-III the eligible candidates shall have to appear in a written examination, the details of which will be notified later on.

D. Submission of application forms:

Application form in prescribed format is to be submitted online at www.aau.ac.in/non-teaching-recruitment on or before 4 PM of 12-06-2022.


Registrar
Assam Agril. University
Jorhat-785013

Patel