

**OFFICE OF THE REGISTRAR::ASSAM WOMEN'S UNIVERSITY**  
**ROWRIAH, JORHAT – 785004**

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No.AWU/Estt/18/2014-15(Part)/ 2623

Dated 26<sup>th</sup> November, 2019

**Advertisement No. 1/2019**

Applications are invited from Indian citizens for recruitment to the post of Controller of Examinations, Finance Officer, Junior Administrative Assistant and Junior Accountant under Assam Women's University. The terms and conditions, qualifications and other details are available in the University website, [www.awu.ac.in](http://www.awu.ac.in). The interested and eligible candidates may download the relevant materials and apply in prescribed formats. The applications completed in all respect should reach the office of the Registrar, Assam Women's University, Rowriah, Jorhat on or before **30<sup>th</sup> December, 2019**.

Sd/-

Registrar  
Assam Women's University  
Jorhat

Memo No.AWU/Estt/18/2014-15(Part)/

Dated 26<sup>th</sup> November, 2019

Copy forwarded for information and necessary action to:

1. The Vice Chancellor, AWU, Jorhat.
2. The Advertising Manager, M/S Adwell Advertising Services, Jail Road, Jorhat. He is requested kindly arrange to publish the Advertisement No. 1/2019 in one issue of the news papers viz., (1) **The Dainik Janambhumi, Jorhat** and (2) **The Assam Tribune Pvt. Ltd., Tribune Building, Guwahati-781003** and submit the bills in triplicate along with the paper cutting of the Advertisement to the undersigned, AWU, Jorhat for payment in due course.
3. The Academic Registrar , AWU, Jorhat
4. The Account Officer, AWU, Jorhat
5. Office File, AWU, Jorhat

  
Registrar

Assam Women's University  
Jorhat

# ASSAM WOMEN'S UNIVERSITY

ROWRIAH, JORHAT-785004

Advt. No.1/2019 Dated: 26/11/2019

Applications are invited from the Eligible Candidates for the following Posts of Assam Women's University.

No. 2621

Date: 26/11/2019

Sl. No	Establishment	Name of the post	No. of post	Minimum essential qualification	Age	Scale of Pay
1	Registrar	Controller of Examinations	One	As per UGC Norms	Not exceeding 55 Years of age on 1 <sup>st</sup> January, 2019.	Rs. 53,000.00 to Rs. 1,44,200.00
2	Registrar	Finance Officer	One	As per Govt's Norms	Not exceeding 50 Years of age on 1 <sup>st</sup> January, 2019.	Re. 30,000.00 to Rs. 1,10,000.00 plus GP Rs.15,700/-
3	Registrar	Junior Administrative Assistant	One	As per Govt's Norms	Not less than 18 years and not more than 44 years.	Rs. 14,000.00 to Rs. 49,000,00 plus GP Rs. 8700/-
4	Registrar	Junior Accountant	One	As per Govt's Norms	Not less than 18 years and not more than 44 years.	Rs. 14,000.00 to Rs. 49,000,00 plus GP Rs 8700/-

**Application Form:** Prescribed application form may be downloaded from the Assam Women's University website [www.awu.ac.in](http://www.awu.ac.in)

### **Application Fees & Last date:**

1. Non- refundable application fee of Rs. 1000.00 (Rupees one thousand) for posts at Sl. No 1 and 2 (Rs. 500 (Rupees five hundred) for SC/ST/PHD candidates only) and Rs. 300.00 (Rupees three hundred) for the posts at Sl. No. 3 and 4 (Rs. 150 (Rupees one fifty) for SC/ST/PHD candidates only) in the shape of A/C payee Bank Draft of a Nationalized Bank drawn in favour of the "Registrar", AWU payable at Jorhat must be enclosed with the application.
2. In case of the candidate of using the downloaded copy of Application Form, an IPO of Rs. 50/- (as mentioned above) must be enclosed with the application.
3. Completed application in the prescribed form along with all necessary enclosures and testimonials must reach the **Registrar, Assam Women's University, P.O. Rowriah, PIN- 785004, Jorhat, Assam**, latest by **30-12-2019**.

**N.B.** 01) Schedule of interview for the above posts shall be notified at the University's website [www.awu.ac.in](http://www.awu.ac.in). **Separate call letters may not be issued to the candidates.**

02) Mere fulfilment of the minimum eligibility criteria shall not entitle an applicant for consideration to be called for interview. The decision of University authority short listing of candidates shall be final.

**1. Details of Qualification and Experience for Controller of Examination:**

- a) A Master's Degree with at least 55% of marks or its equivalent grade ii) at least 15 (fifteen) years' of experience as Assistant Professor in the AGP of Rs. 7000/- and above or 8 years' of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration (iii) Comparable experience in research establishment and/or other institutions of higher education or (iv) 15 (fifteen) years of administrative experience, of which 8 years shall be as Deputy Controller of examinations.

**2. Details of Qualification and Experience for Finances Officer:**

- a) A person having experience of working as FAO in the Govt. of Assam having AFS qualification and five years of experience in that capacity.

**3. Details of Qualification and Experience for Junior Administrative Assistant:**

- a) Graduate in Arts/Science/Commerce from a recognized University having Diploma or Certificate in computer works.

**4. Details of Qualification and Experience for Junior Accountant:**

- a) Graduate in Arts/Science/Commerce from a recognized University having Diploma or Certificate in Computer works and having experience in dealing with finance and accounts.

**Term and condition:**

- a) The candidate must be a citizen of India.  
b) Applicant must mention the name of the post applied for on the top of the envelope submitting application.  
c) The upper age limit is relaxable as per Govt. of Assam rules.  
d) Self attested copies of all certificate/mark sheets in support of educational qualification, age, caste, etc.  
e) Two copies of recent pass port size photographs duly attested by self.  
f) One self-addressed envelope affixing postal stamp of Rs. 40.00 (Rupees forty only) must be enclosed with the application.  
g) The application without proper supporting documents, unsigned will summarily be rejected.  
h) No TA/DA will be admissible for attending in the written test/interview.  
i) Canvassing directly or indirectly will be treated as disqualification of candidates.  
j) The last date of receipt of completed application by the office of the undersigned is **30/12/2019**. No application will be entertained after the last date.

Sd/-

Registrar

Assam Women's University