

REVISED RECRUITMENT RULES (2022) FOR NON-TEACHING POSITIONS
TEZPUR UNIVERSITY

**(APPROVED BY THE BOARD OF MANAGEMENT OF THE UNIVERSITY
VIDE RES. NO.B.107/2022/4/2.6 DT. 24.06.2022)**

FOR APPROVAL OF THE UNIVERSITY GRANTS COMMISSION / MINISTRY OF EDUCATION

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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”
(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1. Short Title and Commencement:

1.1 These Rules may be called “The Tezpur University (Non-Teaching Employees) Recruitment Rules (*Revised*), 2022”. These Rules shall apply to all Non-Teaching Employees of Group-A, Group-B and Group-C [including those Group-D Staff under various designations, who are now designated as Multi Tasking Staff (MTS) as per the 6th Central Pay Commission’s Recommendations as approved by the Government of India].

1.2 These Rules in general and the specific rules in respect of a post as specified in the **Recruitment Rule for the concerned post** shall come into force with effect from the date of formal Notification by the University. The Pay Bands and attached Grade Pays (Revised Pay Scales) shown against various posts shall, however, be effective from 01-01-2006 or such other date(s) as notified from time to time [by the University following the order(s) of the Government of India].

1.3 On sanction of a new post by the post sanctioning authority (University Grants Commission), Recruitment Rule for that post shall be made within three (03) months and after that only the process of recruitment shall start.

2. Classification of Services and Posts:

2.1 Services of all the Non Teaching posts at Tezpur University are classified in two broad categories of **Administrative** and **Technical** as detailed below:

Services	Group	Ministerial / Non-Ministerial	Posts
Tezpur University Administrative Services	Group-A	Non-Ministerial	Registrar (Statutory Post)
	Group-A	Non-Ministerial	Controller of Examinations (Statutory Post)
	Group-A	Non-Ministerial	Finance Officer (Statutory Post)
	Group-A	Non-Ministerial	Internal Audit Officer (on Deputation)



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	Group-A	Non-Ministerial	Deputy Registrar
	Group-A	Non-Ministerial	Assistant Registrar (<i>Direct Recruit</i>)
	Group-A	Non-Ministerial	Librarian (Statutory Post)
	Group-A	Non-Ministerial	Deputy Librarian (Central Library)
	Group-A	Non-Ministerial	Assistant Librarian (Central Library)
	Group-A	Non-Ministerial	Information Scientist (Central Library)
	Group-A	Non-Ministerial	Deputy Director (Training & Placement)
	Group-A	Non-Ministerial	Assistant Training & Placement Officer
	Group-A	Non-Ministerial	Public Relations Officer
	Group-A	Non-Ministerial	Assistant Director (OL) (Previously Hindi Officer)
	Group-A	Non-Ministerial	Medical Officer (Health Centre)
	Group-A	Non-Ministerial	Assistant Director of Physical Education
	Group-B	Non-Ministerial	Assistant Registrar (<i>Promotee</i>)
	Group-B	Ministerial	Section Officer
	Group-B	Ministerial	Assistant
	Group-B	Ministerial	Secretary to the Vice Chancellor
	Group-B	Ministerial	Stenographer Grade-I
	Group-B	Non-Ministerial	Professional Assistant (Central Library)
	Group-B	Ministerial	Junior Translation Officer (Previously Hindi Translator)
	Group-B	Non-Ministerial	Nurse (GNM) (Health Centre)
	Group-B	Non-Ministerial	Sports Officer
	Group-B	Non-Ministerial	Assistant Horticulturist
	Group-C	Ministerial	Junior Accountant
	Group-C	Ministerial	Upper Division Clerk
	Group-C	Ministerial	Lower Division Clerk
	Group-C	Ministerial	Hindi Typist
	Group-C	Ministerial	Stenographer Grade-II
	Group-C	Non-Ministerial	Driver
	Group-C	Non-Ministerial	Pharmacist (Health Centre)
	Group-C	Non-Ministerial	Semi Professional Assistant (Central Library)
	Group-C	Non-Ministerial	Library Assistant (Central Library)
	Group-C	Non-Ministerial	Library Attendant (Central Library)
	Group-C	Non-Ministerial	laboratory Attendant
Group-C	Non-Ministerial	Multi Tasking Staff	
Tezpur University Technical Services	Group-A	Non-Ministerial	University Engineer
	Group-A	Non-Ministerial	Computer Engineer
	Group-A	Non-Ministerial	System Analyst
	Group-A	Non-Ministerial	Technical Officer
	Group-B	Non-Ministerial	Assistant Engineer
	Group-B	Non-Ministerial	Junior Engineer
	Group-B	Non-Ministerial	Junior Programmer
	Group-B	Non-Ministerial	Senior Technical Assistant
	Group-C	Non-Ministerial	Electrician <i>cum</i> Linesman
	Group-C	Non-Ministerial	Pump Operator
	Group-C	Non-Ministerial	Laboratory Technician (Health Centre)
	Group-C	Non-Ministerial	Technical Assistant
	Group-C	Non-Ministerial	Laboratory Assistant
	Group-C	Non-Ministerial	Draftsman
	Group-C	Non-Ministerial	Technician
Group-C	Non-Ministerial	Machine Operator	
Group-C	Non-Ministerial	Assistant Curator	

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2.2 The grouping of the posts as Group ‘A’, ‘B’ and ‘C’ are given below:

Sl. No.	Description of Posts	Grouping of Posts
1.	A post carrying the Pay Levels-10, 11, 12, 13, 13A, 14, 15, 16, 17 & 18 (as per 7th CPC) <i>[6th CPC Grade Pays of Rs. 12,000/-, Rs. 10,000/-, Rs. 8,900/- and Rs. 8,700/- in the Pay Band of Rs. 37,400-67,000/- (PB-4) and Rs. 7,600/-, Rs. 6,600/- and Rs. 5,400/- in the Pay Band of Rs. 15,600-39,100/- (PB-3)</i>	Group-A
2.	A post carrying the Pay Levels-6, 7, 8 & 9 (as per 7th CPC) <i>[Grade Pays of Rs. 5,400/-, Rs. 4,800/-, Rs. 4,600/- and Rs. 4,200/- in the Pay Band of Rs. 9,300-34,800/- (PB-2)</i>	Group-B
3.	A post carrying the Pay Levels-1, 2, 3, 4 & 5 (as per 7th CPC) <i>[Grade Pays of Rs. 2,800/-, Rs. 2,400/-, Rs. 2,000/-, Rs. 1,900/-, and Rs. 1,800/- in the Pay Band of Rs. 5,200-20,200/- (PB-1)</i>	Group-C

2.3 Further, all the services under “Technical Services” and the services of Drivers, Health Centre Staff and Central Library Staff of “Administrative Services” are categorized as “**Essential Services**”. Personnel under this “Essential Services” shall come under (i) any specific rules and orders issued by the University from time to time for “*Maintenance of Essential Services*” in the Campus as and when required and (ii) Roster Duty system.

2.4 Further, the services of the posts as mentioned below are under the sub-category of “**Non Vacational Academic Staff**” as per the UGC Regulations:

Non Vacational Academic Staff (As per UGC Guidelines)

Group	Posts
Group-A	Librarian
Group-A	Deputy Librarian
Group-A	Assistant Librarian
Group-A	Assistant Director of Physical Education

2.5 **Career advancement benefits** (under Career Advancement Scheme) are admissible to the “Non Vacational Academic Staff” as per the UGC Regulations.

2.6 The Board of Management of Tezpur University, whenever and wherever required, may:

2.6.1 Create new cadre(s) as it deems fit



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- 2.6.2 Make such alterations, variations, and other modifications in the existing cadres and their structure as it deems fit; and
- 2.6.3 Merge two or more cadres or divide one or more cadres/post(s) into such number(s), as it deems fit.

2.7 All the Non-Teaching positions at Tezpur University are **Non-Gazetted**.

2.8 All Non-teaching staff will be subject to Inter-departmental / Inter-office transfer as per administrative requirement and based on the nature of duties (e.g. a Technical Assistant with requirement of Computer related work may be posted to Computer Centre and transferred to other department/centre/office with such requirement and vice-versa).

3. Pay and other allowances:

3.1 The pay shall be as sanctioned and attached to the post concerned as per the approval of the University Grants Commission. Other admissible allowances (including Non-Practicing Allowances for Medical Officers) shall be as per the norms and rates prescribed by the Government of India. Financial benefits under career progression schemes, such as Assured Career Progression Scheme (ACPS), Modified Career Progression Scheme (MACPS), Dynamic Assured Career Progression Scheme (DACP), etc., are admissible as per the rules / acts / schemes of Government of India extended to the University from time to time.

3.2 The admissible pay scale and other financial benefits including that of career progression attached to a post shall be as specified in the **Recruitment Rule for the concerned post**.

3.3 On recruitment to a particular post (through any of the modes of appointment), the initial basic pay shall be fixed as per provision(s) of the Government of India as prescribed under the FRSR.

3.4 Advance increment may be given to a person on appointment (through any of the modes of appointment) as an exceptional case by the Board of Management only and on specific recommendation by the Selection Committee to be recorded in writing in its report.

4. Methods of Recruitment and Appointment:

4.1 Recruitment to any post shall be made under the following methods, viz.:

- 4.1.1 Direct Recruitment (on all India basis through open advertisement),
- 4.1.2 Direct Recruitment (on local basis through Employment Exchange – for Group-D / MTS / equivalent posts),
- 4.1.3 Deputation,
- 4.1.4 Promotion,
- 4.1.5 Re-employment and
- 4.1.6 Short-term Contract

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- 4.2 Appointment(s) through the method of deputation shall be as per the Government of India Rules and Regulations of Deputation.
- 4.3 The method of recruitment to a post shall be as specified in the **Recruitment Rule for the concerned post.**
- 4.4 All recruitments through Direct Recruitment and Deputation shall be made on the basis of open advertisement to be published at least in one (i) Local English Daily Newspaper, (ii) leading National English Daily Newspaper and (iii) Employment News (English / Hindi), besides floating it on the Tezpur University Website.
- 4.5 All recruitments, except through promotion, shall be made on the basis of an application on a **prescribed proforma** only as given at **Annexure-.....**
- 4.6 Recruitments through Promotion, Direct Recruitment and Deputation methods may be on the following basis:
- 4.6.1 Personal Interview only;
- 4.6.2 Written Test (Screening) to be followed by Personal Interview of the Short-listed candidates only (where there will be no weightage from the Written Test in the Personal Interview);
- 4.6.3 Written Test / Skill Test (Evaluation) to be followed by Personal Interview of all the listed candidates (where there will be weightage from the Written Test / Skill Test in the Personal Interview).
- 4.7 Where recruitment is made under the provision(s) as stipulated at **4.6 above**, the same shall be stated in the concerned advertisement or intimated through the call letter.
- 4.8 Recruitments through Direct Recruitment and Deputation methods shall be as per the following procedure / schedule:
- 4.8.1 All the vacancies (including anticipated vacancies of the near future and long term leave vacancies) shall be advertised as stated at **4.4** above;
- 4.8.2 Normally, the duration for applying for the post(s) advertised shall be one (01) month from the date of publication of the same;
- 4.8.3 Applications received after the expiry of the last date of receipt of applications as stated in the concerned advertisement shall not be accepted;
- 4.8.4 After the expiry of the last date of receipt of applications as specified in the concerned advertisement, the applications will be sorted and Comparative Statements of the applicants will be prepared post-wise;
- 4.8.5 Screening Committee(s) constituted under the Provisions of the Tezpur University Acts / Statutes / Ordinances shall verify the credentials of the applicants with regard to the requirement of the post vis-à-vis the requirement of the University as per the terms & conditions of the concerned advertisement and make recommendations accordingly in a prescribed format of Screening Committee Report.
- 4.8.6 On acceptance of the Screening Committee Report(s) by the Vice Chancellor, the applicants / short-listed applicants will be called for the Written Test and/or Skill Test and/or Personal Interview, as the case may be, by giving at least fifteen (15) day's time.



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- 4.8.7 Call letters will *normally* be issued through **e-mails only** and the list of the candidates called for Written Test and/or Skill Test and/or Personal Interview, as the case may be, will be displayed on the University Website.
- 4.8.8 Written Test and/or Skill Test may be conducted by a separate Committee constituted by the Vice Chancellor and the norms for the same shall be determined by the Committee.
- 4.8.9 Personal Interview shall be conducted by a Selection Committee constituted for the purpose under the provisions of Tezpur University Act / Statues / Ordinances, formation of which shall be as specified in the **Recruitment Rule for the concerned post.**
- 4.8.10 The Selection Committee, after interviewing the candidate(s), shall submit its report in a prescribed format of Selection Committee Report in a confidential envelope.
- 4.8.11 On approval of the Selection Committee Report by the Appointing Authority (i.e. the Board of Management or the Vice Chancellor, as the case may be), the **Registrar** shall issue appointment Order(s) to the selected candidate(s), strictly in the order of the merit of the Selection Committee Report and by taking into consideration the number of vacancies as per the concerned advertisement.
- 4.8.12 **At the time of issuing of appointment order, the Registrar will also sign on the “Post Sanction *cum* Vacancy *cum* Appointment Register” on the concerned page(s) as per the instructions in the said Register.**
- 4.8.13 **At the same time, the Registrar will also sign on the concerned Reservation Roster against the concerned entry.**
- 4.8.14 If any of the selected candidates turn down the offer of appointment / fail to join the post within the stipulated period of time, appointment letter shall be issued to the immediate next candidate(s) in the panel of selected candidates, if any.
- 4.8.15 The panel of the selected candidates, if any, shall remain valid for one year from the date of approval of the appointing authority.
- 4.8.16 A candidate, to whom appointment letter has been issued, shall be given thirty (30) day’s time to join the post. If the candidate fails to join the post within that stipulated time, he/she shall loose the right to join the post and the appointment order shall stand withdrawn automatically, if the competent authority does not allow specifically to join in a later date.
- 4.8.17 The competent authority may allow extension of time for joining a post beyond the duration as specified at **4.9.16 above** as a special case and strictly on the merit of the prayer for such extension form a candidate so appointed.
- 4.8.18 Every person appointed to a post shall submit his / her Joining Report in a prescribed format along with other documents as stated in the Joining Report format and in the Appointment Letter.



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4.9 Notwithstanding the above, Personal Interview to all Non-Teaching positions of Group-B and Group-C has been discontinued with effect from 01.01.2016 as per Government of India’s instructions (Annexure-).

5. Educational Qualifications and other eligibilities for recruitment:

- 5.1** The minimum educational qualifications, desirable qualifications, experience, etc., for recruitment to different posts shall be as specified in the **Recruitment Rule for the concerned post.**
- 5.2** Age limit for recruitment to different posts shall be as specified in the **Recruitment Rule for the concerned post.**
- 5.3** Relaxations and other concessions for the underprivileged categories (such as SC, ST, OBC, PWD, Ex-serviceman, Departmental candidates, etc.) in respect of both minimum educational qualifications and age limit shall be admissible as per Government of India regulations.
- 5.4** The University may consider relaxations in respect of both minimum educational qualifications and age limit in exceptional cases, to be recorded in writing.
- 5.5** Similarly, the University may prefer higher qualifications and experiences to short-list and / or select any applicant / candidate in the interest of the University.
- 5.6** The minimum educational qualifications, desirable qualifications, experience, age limit, etc., for recruitment to different posts **may not be the same for recruitment through promotion** and the same shall be as specified in the **Recruitment Rule for the concerned post.**
- 5.7** Notwithstanding anything contained in the above paragraphs, the minimum educational qualification for recruitment to any post at Tezpur University shall be 10th standard pass or ITI pass.

6. Procedure of Selection Committee Meeting:

- 6.1** All Personal Interviews (whether under Direct Recruitment or Promotion) shall be conducted by a Selection Committee duly constituted by the Vice Chancellor under the provisions of the Tezpur University Act / Statutes / Ordinances.
- 6.2** Constitution of the Selection Committee shall be as specified in the **Recruitment Rule for the concerned post.**
- 6.3** Every Selection Committee shall include one member each from the SC, ST, OBC, Minority Community and Woman Representative, where such candidate(s) is/are called for.
- 6.4** SC, ST, OBC candidates shall be interviewed separately, irrespective of whether any such reservation is there or not. However, the Report of the Selection Committee shall be a consolidated one.



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- 6.5 Every candidate appearing in the Personal Interview shall be required to sign in an Attendance Register, failing which he/she shall not be allowed to appear before the Selection Committee for the Personal Interview.
 - 6.6 Every candidate appearing in the Personal Interview shall be required to produce all testimonials and other relevant documents in original for verification by the concerned authorized Officer, failing which he/she shall not be allowed to appear before the Selection Committee for the Personal Interview.
 - 6.7 The Selection Committee shall evaluate every candidate as per the norms and standards decided by it during the meeting.
 - 6.8 For evaluation of the candidate(s), the Selection Committee may use a separate “**Score-Sheet**” containing the different attributes for evaluation as decided by it.
 - 6.9 Every candidate interviewed by the Selection Committee shall be assigned a “**rank**” as per his / her performance in the Personal Interview and the Written Test / Skill Test, wherever applicable, and the same shall be recorded in the Report of the Selection Committee in a prescribed format (**Annexure-**)
 - 6.10 Based on the evaluation, the Selection Committee shall (i) recommend the candidate(s) appearing in the Personal Interview for appointment as “**Suitable for appointment**” and **give the order of merit** for the candidates recommended as “**Suitable for appointment**” or (ii) state as “**Not Suitable for appointment**” in the above said Report.
 - 6.11 Proceeding(s) of the Selection Committee Meeting(s) shall be strictly confidential and no other official(s), unless he/she is a member of the Committee, shall be present during the final deliberations of the Selection Committee.
 - 6.12 The Chairperson of the Selection Committee may call a person other than the Members of the Committee for help during the meeting; however, such a person shall not take part in the deliberations of the meeting and not sign in the Report of the Selection Committee.
 - 6.13 The Selection Committee, after interviewing all the candidate(s), shall submit its report to the Vice Chancellor in a prescribed format of Selection Committee Report in a **confidential envelope**.
 - 6.14 On approval of the Selection Committee Report by the Appointing Authority (i.e. the Board of Management or the Vice Chancellor, as the case may be), the Registrar shall issue appointment Order(s) to the selected candidate(s), strictly in the order of the merit of the Selection Committee Report and by taking into consideration the number of vacancies as per the concerned advertisement.
 - 6.15 Every external member of the Selection Committee shall be paid Honourarium / Sitting Fee and other expenses such as TA, etc., as per the prevailing rates of the University / Government of India.

7. Probation:

- 7.1 On initial recruitment, every incumbent shall be on probation, *except where such probation is not prescribed*, for a period of one (01) year, which may be extended by a maximum one (01) year.



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- 7.2 Probation, as stated above, may also be prescribed in subsequent appointments through Direct Recruitment(s) and Promotion(s).
- 7.3 Probation to a post and duration of probation shall be as specified in the **Recruitment Rule for the concerned post.**
- 7.4 During the period of probation, every incumbent shall be under observation of the competent authority for his / her performance as well as conduct and behaviour.
- 7.5 On successful completion of the probation period, an incumbent shall be confirmed in the post to which he / she is appointed, subject to satisfactory Police Verification Report on character and antecedents, wherever required.
- 7.6 The performance as well as conduct and behaviour of the incumbent to any post shall be assessed by the competent authority or through a Committee constituted by the competent authority after expiry of nine (09) months of probation period. The report of the Committee, if any, shall be submitted within a period of fifteen (15) day's and in any case, the matter of confirmation or extension of the probation period shall be finalized and Office Order issued before one (01) month to expire the probation period.
- 7.7 If any incumbent does not complete the initial probation period successfully, the probation may be extended by a maximum of one (01) year.
- 7.8 Appointment of an incumbent may be terminated at any time, without assigning any reason thereof, during the probation period (including extended period, if any), if the incumbent fails to complete the period of probation successfully.
- 7.9 However, such termination shall be resorted to only after completing thorough assessment of the performance as well as conduct and behaviour of the incumbent as stated at **7.4 and 7.6 above.**
- 7.10 Such termination, as stated at **7.8 above**, may be with immediate effect or on the date of completion of the period of probation with extension, if any.

8. Initial Recruitment:

- 8.1 The employees working on regular / temporary basis (i.e., other than on adhoc appointment or on deputation or on daily wages or on contract), on the date of commencement of these rules, would be deemed to have been recruited under these Rules.
- 8.2 The inter-se seniority of employees included in a grade in any cadre, at the time of initial constitution, shall be counted from the date of the appointment to the post on regular basis, with the seniority assigned at the time of appointment being protected or the date of seniority assigned to the deputationists who are absorbed in Tezpur University as the case may be. After the initial constitution is completed the seniority shall be determined according to the seniority rules framed by the University.

9. Future Recruitment:

- 9.1 On and from the commencement of these rules, the method of recruitment to the said posts shall be as specified under these rules. The qualification and experience required



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for direct recruitment as well as promotion to a post shall be as specified in **Recruitment Rule for the concerned post.**

9.2 Age, qualification and experience specified for direct recruitment may not be insisted upon in case of promotion; or the age condition shall not be applicable to the University employees who apply for direct recruitment. However, they have to fulfill the eligibility criteria in respect of qualification and experience prescribed for Direct Recruitment. Besides normal age relaxations to the underprivileged categories (SC/ST/OBC/PWD etc.), further age relaxation to an otherwise qualified applicant

10. Promotion:

10.1 The method of promotion (specified in the **Recruitment Rule for the concerned post**) to a post from a lower post may be *any one* or a *composition of both* of the following :

10.1.1 Selection (i.e. based on *merit* to be asessed through Limited Departmental Competitive Examination which may / may not be followed by Personal Interview);

10.1.2 Non-Selection (i.e. based on seniority subject to rejection of the unfit).

10.2 Order(s) of promotion(s) shall be effective immediately after issue of such Office Order(s) or may be from a prospective date as specified in the Office Order for promotion subject to joining by the incumbent.

10.3 No promotion can be with retrospective / post-facto effect.

10.4 An employee under order of promotion shall:

10.4.1 Convey his/her acceptance or otherwise within one (01) week of receipt of orders of promotion,

10.4.2 And in case of acceptance, join duty of the new post within a maximum period of one (01) month form the date of receipt of the said orders. The maximum period for joining beyond one month may be relaxed by the competent authority in exception cases on the merit of the case.

10.4.3 The pay and allowances of the promoted post shall take effect from the date of joining by the incumbent in the promoted post.

10.4.4 When an employee does not accept a promotion (other than adhoc promotion) which is offered to him/her, he/she may make a written request specifying the reason(s) that he/she may not be promoted. The appointing authority may, after considering the request, promote the next person in the panel for promotion, if the reasons stated for the refusal are acceptable. No fresh offer of appointment shall be made to the employee, who refused promotion or failed to join the post on promotion, for a period of one year from the date of refusal of promotion/ date of expiry of one month or till a next vacancy arises, whichever is later. On eventual promotion to the higher grade such employee shall lose seniority vis-à-vis his erstwhile juniors promoted to the grade earlier. However if an employee refuses promotion for two consecutive times, he/she shall not be considered again for promotion.



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- 10.4.5** Refusal of vacancy-based promotion shall have the consequence of postponing financial up-gradation(s) under ACP/MACP Scheme.
- 10.5** Other than vacancy-based promotions, non-functional promotions (under ACPS/MACPS, etc.) are also admissible under the provisions of such Scheme of the Government of India, which are specified in the **Recruitment Rule for the concerned post.**
- 10.6** Services rendered in temporary / ad-hoc appointment followed by regular appointment shall count for promotion.
- 10.7** In all other aspects of/for promotions, rules and regulations prescribed by the Government of India shall be followed.

11. Seniority:

- 11.1** Unless otherwise specified, rules of Government of India shall be applicable on the matters of seniority.
- 11.2** Service rendered in a post on temporary / ad-hoc promotion, followed by regular promotion qualifies for seniority.
- 11.3** If appointment to a post is made through Promotion and also through Direct Recruitment, the promotees shall rank senior to Direct Recruits following the rota-quota principle.
- 11.4** Services rendered in other Universities/Institutions which qualifies for the purpose of placement in Senior Scale or for personal up-gradations shall not qualify for seniority.

12. Age of superannuation:

The age of superannuation in respect all Non-teaching positions (except for the positions as stated below) is 60 years at present and subject to change at any time as per Government of India’s order.

Registrar	62 Years
Finance Officer	62 Years
Controller of Examinations	62 Years
Librarian	62 Years
Deputy Librarian	62 Years
Assistant Librarian	62 Years
Assistant Director of Physical Education	62 Years
Medical Officer	65 Years

13. General:

In respect of all matters/aspects not specifically provided for in these Rules, the corresponding provisions prescribed by Government of India relating to its employees, as amended from time to time, shall be followed.

14. Removal of Difficulties:



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RECRUITMENT RULES (*REVISED*)”
(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

The Board of Management / Vice-Chancellor as the case may be, from time to time, issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provisions of these rules. The directions issued by the Vice-Chancellor, if any, shall be reported to the BOM, if necessary. Such order(s), *except where it is not to be treated as a precedent in future*, shall be annexed to this Rule as Modification / Alteration / Correction.

15. Saving:

- 15.1** Nothing in these Rules shall affect reservations, relaxation of age-limit and other concessions required to be provided of the Schedules Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.
- 15.2** Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Board of Management for a decision, which shall be final and binding.

Registrar
Tezpur University

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DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)

(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

INDEX OF POSTS (As on 24.06.2022)

Sl. No.	Name of the Post	Group / Grade	No. of Post(s)	Filled-in	Pay Scale (6 th CPC)		Pay Scale (7 th CPC)		
					Pay Band (in Rs)	Grade Pay (in Rs.)	Level		
1.	Registrar	A	01	01	PB-4	37400-67000	10000	Level-14	
2.	Finance Officer	A	01	01		37400-67000	10000	Level-14	
3.	Controller of Exams	A	01	01		37400-67000	10000	Level-14	
4.	Librarian	A	01	01		37400-67000	10000	Level-14	
5.	University Engineer (<i>kept in abeyance</i>)*	A	01	0		37400-67000	8700	Level-13	
6.	Executive Engineer (in place of UE)*	A	01	01	PB-3	15600-39100	6600	Level-11	
7.	Deputy Librarian	A	01	01		15600-39100	8000	Level-12	
8.	Deputy Registrar	A	04	03		15600-39100	7600	Level-12	
9.	Internal Audit Officer (Deputation)	A	01	01		15600-39100	7600	Level-12	
10.	Deputy Director (Training & Placement)	A	01	01		15600-39100	7600	Level-12	
11.	Assistant Librarian	A	01	01		15600-39100	6000	Level-10	
12.	Information Scientist (Library)	A	01	01		15600-39100	5400	Level-10	
13.	System Analyst	A	04	04		15600-39100	5400	Level-10	
14.	Computer Engineer	A	01	01		15600-39100	5400	Level-10	
15.	Technical Officer	A	11	10		15600-39100	5400	Level-10	
16.	Assistant Registrar (<i>Direct Recruit</i>)	A	03	02		15600-39100	5400	Level-10	
17.	Medical Officer	A	02	02		15600-39100	5400	Level-10	
18.	Assistant Director (Official Language) (<i>Previously Hindi Officer</i>)	A	01	01		15600-39100	5400	Level-10	
19.	Assistant Director of Physical Education	A	01	01		15600-39100	6000	Level-10	
20.	Training & Placement Officer	A	01	01		15600-39100	5400	Level-10	
21.	Public Relations and Information Officer	A	01	01		15600-39100	5400	Level-10	
	Group-A TOTAL (* only 1 counted in total)		39	36					
22.	Assistant Registrar (<i>Promotee</i>)	B	04	04		PB-2	9300-34800	5400	Level-9
23.	Section Officer	B	10	10			9300-34800	4600	Level-7
24.	Sports Officer	B	01	01	9300-34800		4600	Level-7	
25.	Assistant Engineer	B	02	02	9300-34800		4600	Level-7	
26.	Secretary to V.C.	B	01	01	9300-34800		4600	Level-7	
27.	Junior Programmer (Computer Centre)	B	02	02	9300-34800		4600	Level-7	
28.	Junior Translation Officer (<i>Previously Junior Translator</i>)	B	01	01	9300-34800		4200	Level-6	
29.	Professional Assistant (Library)	B	02	02	9300-34800		4200	Level-6	
30.	Senior Technical Assistant	B	12	11	9300-34800		4200	Level-6	
31.	Assistant Horticulturist	B	01	01	9300-34800		4200	Level-6	
32.	Stenographer Gr.-I	B	02	02	9300-34800		4200	Level-6	
33.	Assistant	B	15	15	9300-34800		4200	Level-6	
34.	Junior Engineer	B	04	04	9300-34800		4200	Level-6	
35.	Nurse (GNM)	B	02	02	9300-34800		4200	Level-6	
	Group-B TOTAL		59	58					
36.	Technical Assistant	C	25	24	PB-1	5200-20200	2800	Level-5	
37.	Semi Professional Assistant (Library)	C	02	02		5200-20200	2800	Level-5	
38.	Assistant Curator	C	01	01		5200-20200	2800	Level-5	
39.	Pharmacist (Health Centre)	C	01	01		5200-20200	2800	Level-5	
40.	Steno Gr.-II	C	02	02		5200-20200	2400	Level-4	
41.	UDC	C	21	16		5200-20200	2400	Level-4	
42.	Jr. Accountant	C	06	05		5200-20200	2400	Level-4	
43.	Laboratory Technician (Health Centre)	C	02	02		5200-20200	2400	Level-4	
44.	Electrician cum Linesman	C	02	02		5200-20200	2400	Level-4	
45.	Draftsman	C	02	02		5200-20200	2400	Level-4	
46.	Technician	C	07	07		5200-20200	2400	Level-4	
47.	Laboratory Assistant	C	14	14		5200-20200	2400 (Revised)	Level-4	
48.	Library Assistant	C	03	03		5200-20200	2400 (Revised)	Level-4	
49.	Driver	C	07	07		5200-20200	1900	Level-2	
50.	Machine Operator (ECE)	C	01	01		5200-20200	1900	Level-2	
51.	Pump Operator	C	02	02		5200-20200	1900	Level-2	
52.	LDC	C	12	06		5200-20200	1900	Level-2	
53.	Hindi Typist	C	01	01		5200-20200	1900	Level-2	
54.	Library Attendant	C	03	03		5200-20200	1800	Level-1	
55.	Laboratory Attendant	C	01	01		5200-20200	1800	Level-1	
56.	Coach (Gym) (On outsource)	C	01	01		Fixed Pay			
	Group-C TOTAL		116	103					
57.	MTS (Previously Group-D)	C	73	72		5200-20200	1800	Level-1	
	GRANT TOTAL		287	269					

Registrar
Tezpur University



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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Registrar (Statutory Post) (Tenure post for a period of 5 years)
2.	Number of post(s)	: 01 (as on 2022)
3.	Classification	: Tezpur University Administrative Service, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 16,400-450-20,900-500-22,400/- (Pre-revised; 5 th CPC). Rs. 37,400-67,000/- plus GP of Rs. 10,000/- (PB-4) (Revised; 6 th CPC). Level – 14 with Rationalized Entry pay Rs. 1,44,200/-
5.	Whether selection post or non-selection post	: Not applicable.
<p><i>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</i></p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 56 years. <i>Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: 1. A Master's Degree in any subject with at east 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale (50% or equivalent grade for SC/ST). The requirement of 55% of the marks will not be insisted upon for candidates who are already in the university system, but the minimum marks in such cases shall be at least 50% of the marks or its equivalent grade. 2. At least fifteen (15) years' of experience as Assistant Professor in the AGP of Rs. 7,000/- and above or with eight (08) years' of service in the AGP of Rs. 8,000/- and above including as Associate Professor along with experience in educational administration <i>OR</i> Comparable experience in research establishment and / or other institutions of higher education <i>OR</i> Fifteen (15) years' of administrative experience, of which eight (08) years shall be as Deputy Registrar or an equivalent post. Desirable: A Doctorate Degree.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: Not applicable.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Deputation (including short-term contract) for a period of five (05) years.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Deputation: Officers holding analogous post on regular basis <i>OR</i> Officers below the rank of Registrar possessing requisite qualification as stated in col. 8 above.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Statute 20 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)

(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Finance Officer (Statutory Post) (Tenure post for a period of 5 years)
2.	Number of post(s)	: 01 (as on 2022)
3.	Classification	: Tezpur University Administrative Service, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 16,400-450-20,900-500-22,400/- (Pre-revised; 5 th CPC). Rs. 37,400-67,000/- plus GP of Rs. 10,000/- (PB-4) (Revised; 6 th CPC). Level – 14 with Rationalized Entry pay Rs. 1,44,200/-
5.	Whether selection post or non-selection post	: Not applicable.
	NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).	
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 56 years Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: 1. A Master's Degree in Commerce / Financial Management OR equivalent professional qualification in Finance / Accountancy from ICWA or ACA / FCA with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale (50% or equivalent grade for SC/ST). The requirement of 55% of the marks will not be insisted upon for candidates who are already in the university system, but the minimum marks in such cases shall be at least 50% of the marks or its equivalent grade. 2. At least fifteen (15) years' of experience as Assistant Professor in the AGP of Rs. 7,000/- and above or with eight (08) years' of service in the AGP of Rs. 8,000/- 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 Fifteen (15) years' of administrative experience, of which eight (08) years shall be as Deputy Registrar (Finance) or an equivalent post. NOTE: In the case of otherwise exceptionally meritorious and experienced candidates, qualifications may be relaxed.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: Not applicable.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Deputation (including short-term contract) for a period of five (05) years.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Deputation: Officers holding analogous post Finance Officer / Accounts Officer on regular basis OR Officers below the rank of Finance Officer / Accounts Officer possessing requisite qualification as stated in col. 8 above.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Statute 20 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar, Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Controller of Examinations (Statutory Post) (Tenure post for a period of 5 years)
2.	Number of post(s)	: 01 (as on 2022)
3.	Classification	: Tezpur University Administrative Service, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 16,400-450-20,900-500-22,400/- (Pre-revised; 5 th CPC). Rs. 37,400-67,000/- plus GP of Rs. 10,000/- (PB-4) (Revised; 6 th CPC). Level – 14 with Rationalized Entry pay Rs. 1,44,200/-
5.	Whether selection post or non-selection post NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).	: Not applicable.
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 50 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: 1. A Master's Degree in any subject with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale (50% or equivalent grade for SC/ST). The requirement of 55% of the marks will not be insisted upon for candidates who are already in the university system, but the minimum marks in such cases shall be at least 50% of the marks or its equivalent grade. 2. At least fifteen (15) years' of experience as Assistant Professor in the AGP of Rs. 7,000/- and above or with eight (08) years' of service in the AGP of Rs. 8,000/- 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 Fifteen (15) years' of administrative experience, of which eight (08) years shall be as Deputy Registrar or an equivalent post. Desirable: A Doctorate Degree.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Statute 20 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

NOTE: Till date, the post is not a tenure post. However, as suggested by the UGC, the post is proposed to be converted to a tenure post. On approval, this will be effective after the present incumbent (who was not appointed on tenure basis) vacates the post.

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1.	Name of the post	: Librarian (<i>Statutory Post</i>)
2.	Number of post(s)	: 01 (as on 2022)
3.	Classification	: Tezpur University Library Service, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 16,400-450-20,900-500-22,400/- (Pre-revised; 5 th CPC). Rs. 37,400-67,000/- plus GP of Rs. 10,000/- (PB-4) (Revised; 6 th CPC). Level – 14 with Rationalized Entry pay Rs. 1,44,200/-
5.	Whether selection post or non-selection post	: Not applicable.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 50 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) <i>Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: 1) A Master's Degree in Library Science / Information Science / Documentation with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven points scale and consistently good academic record set out in the UGC Regulations 2010. 2) At least thirteen (13) years' experience as a Deputy Librarian in a university library or eighteen (18) years' experience as a College Librarian. 3) Evidence of innovative library service and organization of published work. Desirable: M. Phil. / Ph. D. Degree in Library Science / Information Science / Documentation / Archives and manuscript-keeping.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Statute 20 of Tezpur University Act (Annexure- A) / UGC Regulations
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Deputy Registrar
2.	Number of post(s)	: 04 (as on 2022)* * Subject to variation dependent on the workload
3.	Classification	: Tezpur University Administrative Service Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 12,000-420-18,300/- (Pre-revised; 5 th CPC) PB-3: Rs. 15,600-39,100/- plus GP of Rs.7,600/- (Revised; 6 th CPC). Pay Level 12; Entry Pay Rs. 78,800/- (7 th CPC)
		NOTE: An incumbent Deputy Registrar shall move to Pay Level 13, Entry Pay Rs. 1,23,100/- (Pre-revised PB-4 of Rs. 37,400-67,000/- plus GP of Rs. 8,700/-) after completing five (05) years' of service as per Revised Pay Rule of UGC for the cadre.
5.	Whether selection post or non-selection post	: Selection Post.
		NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 50 years (Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: 3. A Master's Degree in any subject with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale (50% or equivalent grade for SC/ST). The requirement of 55% of the marks will not be insisted upon for candidates who are already in the university system, but the minimum marks in such cases shall be at least 50% of the marks or its equivalent grade. 4. At least nine (09) years' of experience as Assistant Professor in the AGP of Rs. 6,000/- and above with experience in educational administration OR Comparable experience in research establishment and / or other institutions of higher education OR Five (05) years' of administrative experience as Assistant Registrar or an equivalent post.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: No.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year. NIL for Promotee.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: 1) 75% by Direct Recruitment. 2) 25% by Promotion on Seniority-cum-fitness, failing which by Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Promotion: From Assistant Registrars with GP of Rs. 6600/- having five (05) years' regular satisfactory service on the basis of Seniority-cum-fitness .
13.	Composition of Departmental Promotion Committee / Selection Committee.	: As per Ordinance 5 of the Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Note: The posts of Deputy Registrar (Administration) and Deputy Registrar (Finance) are merged into a single cadre of Deputy Registrar with approval of UGC vide Letter No.F.31-16/97(JCRC) Dt. 08.12.2020. Revised RR approved by 101st BoM Dt. 01.04.2021.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Internal Audit Officer (Isolated Post)
2.	Number of post(s)	: 01 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Service, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 12,000-420-18,300/- (Pre-revised; 5 th CPC) PB-3: Rs. 15,600-39,100/- plus GP of Rs.7,600/- (Revised; 6 th CPC). Pay Level 12; Entry Pay Rs. 78,800/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable [to be filled up on deputation for a maximum period of five (05) years].
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 50 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) for Direct Recruittee. Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: <ol style="list-style-type: none"> 1. A Master's Degree in Commerce / Economics / Business Administration (Finance) with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale (50% or equivalent grade for SC/ST). The requirement of 55% of the marks will not be insisted upon for candidates who are already in the university system, but the minimum marks in such cases shall be at least 50% of the marks or its equivalent grade. 2. At least nine (09) years' of experience as Assistant Professor in the AGP of Rs.6,000/- and above with experience in educational administration <i>OR</i> Comparable experience in research establishment and / or other institutions of higher education <i>OR</i> Five (05) years' of administrative experience as Assistant Registrar (Finance) / Assistant Finance Officer or an equivalent post in the scale of pay of Rs. 10,000-325-15,200/- (PB-3 with GP of Rs. 6600/-).
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: Nil (for Deputationist); For Direct Recruittee, One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Deputation (from officers belonging to the Audit & Accounts Service or other similar services), failing which by Direct Recruitment *
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Deputation: Officers holding analogous posts on regular basis or with five (05) years' regular service in the scale of pay of Rs. 10,000-325-15,200/- (PB-3 with GP of Rs. 6600/-) from the Central / State Govt., Universities and other autonomous organizations.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-B)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

* This is proposed as the University is unable to find eligible candidate (under Deputation) for the post even after repeated advertisements.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Deputy Director (Training & Placement)
2.	Number of post(s)	: 01 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Services, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 12,000-420-18,300/- (Pre-revised; 5 th CPC) PB-3: Rs. 15,600-39,100/- plus GP of Rs.7,600/- (Revised; 6 th CPC). Pay Level 12; Entry Pay Rs. 78,800/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 50 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: 1. A Master's Degree in any subject with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale (50% or equivalent grade for SC/ST). The requirement of 55% of the marks will not be insisted upon for candidates who are already in the university system, but the minimum marks in such cases shall be at least 50% of the marks or its equivalent grade. 2. At least five (05) years' of administrative experience as Assistant Registrar or an equivalent post. OR Five (05) years of experience as Assistant Professor in the AGP of Rs.6,000/-. Desirable: 1) An M. Phil. / Ph.D. Degree 2) Experience in Training & Placement activities in college / university / academic institution.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation/absorption grades from which promotion/deputation/absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure- B)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Deputy Librarian
2.	Number of post(s)	: 01 (as on 2022)* Subject to variation dependent on the workload
3.	Classification	: Tezpur University Administrative Service, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 12,000-420-18,300/- (Pre-revised; 5 th CPC) PB-3: Rs. 15,600-39,100/- plus GP of Rs.7,600/- (Revised; 6 th CPC). Pay Level 12; Entry Pay Rs. 79,800/- (7 th CPC)
5.	Whether selection post or non-selection post NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).	: Not applicable.
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 50 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: 1) A Master's Degree in Library Science / Information Science / Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record. 2) Five (05) years' experience as an Assistant University Librarian / College Librarian. 3) Evidence of innovative library service and organization of published work and professional commitment, computerization of library. Desirable: A M. Phil. / Ph.D. Degree in Library Science / Information Science / Documentation / Archives and manuscript-keeping / computerization of library.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Statute 20 of Tezpur University Act. / UGC Regulations
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Assistant Librarian
2.	Number of post(s)	: 01 (as on 2022)* Subject to variation dependent on the workload
3.	Classification	: Tezpur University Administrative Service, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 12,000-420-18,300/- (Pre-revised; 5th CPC) PB-3: Rs. 15,600-39,100/- plus GP of Rs.7,600/- (Revised; 6th CPC). Pay Level 10; Entry Pay Rs. 57,700/- (7th CPC)
	NOTES:	
	i) Assistant Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of <u>four years</u> in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall be eligible for the higher grade (Stage 2; AGP of Rs. 7,000/-).	
	ii) Assistant Librarian in the entry level grade, not possessing Ph.D. but only M.Phil. in Library Science, after completing service of <u>five years</u> in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the next higher grade (Stage 2; AGP of Rs. 7,000/-).	
	iii) Assistant Librarian in the entry level grade, without the relevant Ph.D. or M.Phil. after completing <u>six years</u> in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the next higher grade (Stage 2; AGP of Rs. 7,000/-).	
	iv) On completion of service of <u>five years</u> , Assistant Librarian (Sr. Scale/Stage-2) shall be eligible for the post of Deputy Librarian / equivalent posts and being placed in the next higher grade (Stage 3; AGP of Rs. 8,000/-), subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in these Regulations. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade/Stage-3) as the case may be.	
	v) After completing <u>three years</u> in the above grade, Deputy Librarians /equivalent positions shall move to the next higher grade (Stage 4; AGP of Rs. 9,000/- & PB-4), subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in these Regulations.	
5.	Whether selection post or non-selection post	: Not applicable.
	NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer O11 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).	
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government) <i>Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: 1) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. 2) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. 3) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET. Desirable: Minimum three (03) years' experience in automated academic and research library.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, maximum extendable by one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar, Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)

(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Information Scientist (Library)
2.	Number of post(s)	: 01 (as on 2022)* <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Service, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs.15,600-39,100/- <i>plus</i> GP of Rs.5400/- (PB-3) (Revised; 6 th CPC) Level-10 with rationalized entry Pay of Rs. 56,100/-
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: <i>When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</i></p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: A) (i) Master's Degree in Library and Information Science (MLISc) with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed. (ii) Post Graduate Diploma in Computer Applications (PGDCA) or M.Sc. in Computer Science / Information Technology. OR B) (i) M.E. / M. Tech. in Computer Science & Engineering / Electronic & Communication Engineering with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed. (ii) Minimum two (02) years' experience in Library Automation, Library Networking and Application of Web Technologies in Library. OR C) (i) Master of Computer Applications (MCA) with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed with two years of relevant experience. (ii) Minimum two (02) years' experience in Library Automation, Library Networking and Application of Web Technologies in Library.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, maximum extendable by one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure- B)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Assistant Registrar
2.	Number of post(s)	: 07 (as on 2022)* <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Service; Group-A or B (<i>as the case may be</i>), Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: For Direct Recruittee (Group-A): Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs.15,600-39,100/- <i>plus</i> GP of Rs. 5400/- (PB-3) (Revised; 6 th CPC) Pay Level 10; Entry Pay of Rs. 56,100/- (7 th CPC) For Promotee (Group-B): Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs. 9,300-34,800/- <i>plus</i> GP of Rs. 5,400/- (PB-2) (Revised; 6 th CPC) Pay Level 9; Entry Pay of Rs. 53,100/- (7 th CPC)
	NOTE: An incumbent Assistant Registrar shall move to Senior Scale of Pay Level 11, Entry Pay of Rs. 67,700/- (7 th CPC) (PB-3 of Rs. 15,600-39,100/- <i>plus</i> GP of Rs. 6,600/- (6 th CPC) after completing eight (08) years' of service provided he/she has participated in two orientation programmes on Education Administration, each of approximately four weeks' duration and his/her Performance Appraisal Reports are consistently satisfactory as per UGC Regulations 2010. The higher Grade Pay of Rs. 6,600/- shall be restricted, in the case of promotion to Senior Scale of these posts, to 50% of the total strength of Assistant Registrars and equivalent grades, as the case may be.	
5.	Whether selection post or non-selection post NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).	: Selection Post.
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: A Master's Degree in any subject with at east 55% of the marks <i>or</i> its equivalent grade of 'B' in the UGC Seven Point Scale. The requirement of 55% of the marks will not be insisted upon for candidates who are already in the university system, but the minimum marks in such cases shall be at least 50% of the marks <i>or</i> its equivalent grade.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: No.
10.	Period of probation, if any	: For Direct Recruittee: One (01) year, extendable by a maximum of one (01) year. For Promotee: NIL
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: 1) 50% by Direct Recruitment. 2) 50% by Promotion, failing which by Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Promotion: From Section Officers having three (03) years' regular satisfactory service on the basis of Seniority-cum-fitness .
13.	Composition of Departmental Promotion Committee / Selection Committee.	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Note: The posts of Assistant Registrar and Assistant Finance Officer is merged into a single cadre of Assistant Registrar with approval of UGC vide Letter No.F.31-16/97(JCRC) Dt. 08.12.2020.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)

(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	:	Assistant Director (Official Language) <i>Previously Hindi Officer</i>
2.	Number of post(s)	:	01 (as on 2022)* <i>Subject to variation dependent on the workload</i>
3.	Classification	:	Tezpur University Administrative Service (OL Cadre), Group-A, Non-Gazetted, Ministerial.
4.	Scale of pay	:	Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs.15,600-39,100/- <i>plus</i> GP of Rs. 5400/- (PB-3) (Revised; 6 th CPC) Pay Level 10; Entry Pay of Rs. 56,100/- (7 th CPC)
5.	Whether selection post or non-selection post	:	Not applicable.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. U/4/55-RPS dated 16-5-57).			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Not exceeding 35 years (<i>Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	:	Essential: 1) Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level 2) Three (03) years' experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Governments / Autonomous Body / Statutory Organisations / PSUs / Universities or recognised research or educational institutions. OR Three (03) years' experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Body / Statutory Organisations / PSUs / Universities or recognised research or educational institutions. Note 1: Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. Note 2: Qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable.
10.	Period of probation, if any	:	One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

Registrar, Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Assistant Director of Physical Education
2.	Number of post(s)	: 01 (as on 2022)* <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Services, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs.15,600-39,100/- plus GP of Rs. 5400/- (PB-3) (Revised; 6 th CPC) Pay Level 10; Entry Pay of Rs. 57,700/- (7 th CPC)
		Note: This post is “Non-Vacational Academic Post” similar to Assistant Librarian and hence Career Advancement Scheme applicable to Assistant Librarian will be admissible as per UGC Regulations 2010 and its subsequent amendments.
5.	Whether selection post or non-selection post	: Not applicable.
	NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).	
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: 1) A Master’s Degree in Physical Education or Master’s Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record. 2) Record of having represented the university / college at the inter-university /intercollegiate competitions or the State and/or national championships. 3) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. 4) Passed the physical fitness test conducted in accordance with the UGC Regulations 2010 on Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges. 5) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the “University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education. Note: Physical fitness norms will be as per UGC Regulations 2010.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation/absorption grades from which promotion/deputation/absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Public Relations and Information Officer
2.	Number of post(s)	: 01 (as on 2022)* <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Service, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs.15,600-39,100/- plus GP of Rs. 5400/- (PB-3) (Revised; 6 th CPC) Pay Level 10; Entry Pay of Rs. 56,100/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: 1) Master's Degree in Mass Communication & Journalism or allied disciplines with specialization in Public Relations (PR) having at least 55% of marks or its equivalent grade. 2) Good command over Assamese, Hindi and English languages as evident from publications / literary contributions. Desirable: i) Five (05) years' experience in PR related works in institutions of repute with proficiency in ICT. ii) Knowledge of information management and experience in dealing with foreign students / delegates is desirable.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Training & Placement Officer
2.	Number of post(s)	: 01 (as on 2022)* <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Services, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs.15,600-39,100/- plus GP of Rs. 5400/- (PB-3) (Revised; 6 th CPC) Pay Level 10; Entry Pay of Rs. 56,100/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: 1) Master's Degree in Management / Business Management / Business Administration with Human Resources as specialisation and with at least 55% of marks or equivalent grade. OR Master's Degree in any subject with at least 55% of marks or equivalent grade with Post Graduate Diploma or equivalent in Human Resource Management. 2) Three (03) years relevant experience in an institution of repute. Principal Responsibility: To carry out all works related to training and placement of the University.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation/absorption grades from which promotion/deputation/absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Medical Officer
2.	Number of post(s)	: 02 (as on 2022)* <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Services, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs.15,600-39,100/- plus GP of Rs. 5400/- (PB-3) (Revised; 6 th CPC) Pay Level 10; Entry Pay of Rs. 56,100/- (7 th CPC)
<p>NOTE:</p> <p>1) Under the Dynamic Assured Career Progression (DACP) Scheme, Medical Officer of Tezpur University Health Services will be promoted to Senior Medical Officer in the pay scale of Rs. 10,000-325-15,200/- (Pre-revised) on completion of four (04) years' of regular service. Senior Medical Officer with five (05) years' of regular service as Senior Medical Officer will be promoted to the post of Chief Medical Officer in the pay scale of Rs. 12,000-375-16,500/- (Pre-revised). On completion of four (04) years' regular service in the grade of Chief Medical Officer, the incumbent will be promoted to the post of Chief Medical Officer (Non-Functional Selection Grade) in the pay scale of Rs. 14,300-400-18,300/- (Pre-revised). Thus, on completion of thirteen (13) years of regular service, Medical Officer of Tezpur University Health Services will be promoted to of Chief Medical Officer (Non-Functional Selection Grade) in the pay scale of Rs. 14,300-400-18,300/- (Pre-revised). (Vide UGC Letter No.F.30-9/99(CU) Dated 20 January 2003).</p> <p>2) The following allowances are also available to Medical Officers of Tezpur University Health Services:</p> <p>(a) Non Practicing Allowance (Vide No.A.45012/11/97-CHS.V., Ministry of Health and Family Welfare, dated 7th April, 1998)</p> <p>(b) Post Graduate Allowance (Vide GoI letter No.A.45012/13/97-CHS.V., Ministry of Health and Family Welfare, dated 5th October, 1998)</p> <p>(c) Conveyance Allowance (Vide GoI letter No.A.45012/8/97-CHS.V., Ministry of Health and Family Welfare, dated 2nd September, 1998)</p>		
5.	Whether selection post or non-selection post NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).	: Not applicable.
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) NOTE: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: A Post Graduate Degree (MD / MS) in the relevant field of medical science. NOTE: The field of medical science may vary as per the actual requirement of Tezpur University, which will be specified in the advertisement.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Executive Engineer (in place of University Engineer)
2.	Number of post(s)	: 01 (as on 2022)
3.	Classification	: Tezpur University Technical Service, Group-A, Non-Gazetted , Non-Ministerial.
4.	Scale of pay	: Rs. 14,300-400-18,300/- (Pre-revised; 5 th CPC) Rs. 37,400-67,000/- plus GP of Rs. 8,700/- (PB-4) (Revised; 6 th CPC) Pay Level 11; Entry Pay of Rs. 67,700/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: 1. A first class Bachelor's Degree in Civil Engineering. 2. A minimum of 8 years experience in civil works viz. construction and maintenance of RCC framed structure building, roads, public health engineering services and works such as water supply and drainage disposal. Out of the above, at least 5 years experience should be in a responsible position in the rank of Assistant Engineer of State / Central Govt. 4) The candidates having experience in CPWD procedures, knowledge of computer applications and structural design software may be preferred
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure- B)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: University Engineer
2.	Number of post(s)	: 01 (as on 2022) (Kept in abeyance)
3.	Classification	: Tezpur University Technical Service, Group-A, Non-Gazetted , Non-Ministerial.
4.	Scale of pay	: Rs. 14,300-400-18,300/- (Pre-revised; 5 th CPC) Rs. 37,400-67,000/- plus GP of Rs. 8,700/- (PB-4) (Revised; 6 th CPC) Pay Level 13; Entry Pay of Rs. 1,23,100/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 50 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: 1) A First Class Bachelor's Degree in Engineering / Technology (B. E. / B. Tech.) in Civil Engineering. 2) At least fifteen (15) years' experience in civil construction / maintenance work out of which five (05) years as Executive Engineer or its equivalent grade in State / Central Govt. or Autonomous Organization.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure- B)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: System Analyst
2.	Number of post(s)	: 04 (as on 2022)* <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Technical Services, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs.15,600-39,100/- plus GP of Rs. 5400/- (PB-3) (Revised; 6 th CPC) Pay Level 10; Entry Pay of Rs. 56,100/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. U/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) <i>Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: First Class B.E. / B.Tech. in Computer Science / Computer Science & Engineering / allied subjects of computer science OR First Class Master of Computer Application (MCA) Desirable: Experience of working on various Operating Systems, networking, development of software, data management, development & management of website. NOTE: The essential qualification may vary as given below if such a post is allotted to a Department/Centre where the nature of duties may be different than in Computer Science: M.Sc. or equivalent degree in the field of Computer Science / Mathematics / Statistics with a minimum of 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and working knowledge of various Operating Systems, Software Development, Networking.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-B)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Computer Engineer
2.	Number of post(s)	: 01 (as on 2022)* <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Technical Services, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs.15,600-39,100/- plus GP of Rs. 5400/- (PB-3) (Revised; 6 th CPC) Pay Level 10; Entry Pay of Rs. 56,100/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: First Class B. E. / B. Tech. in Computer Science & Engineering / Information Technology / Electronics / Electronics & Communication Engineering. Desirable: In-depth knowledge of Computer Hardware, Networking, EPABX systems, etc.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University

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DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Technical Officer
2.	Number of post(s)	: 11 (as on 2022)* <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Technical Services, Group-A, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 8,000-275-13,500/- (Pre-revised; 5 th CPC). Rs.15,600-39,100/- plus GP of Rs. 5400/- (PB-3) (Revised; 6 th CPC) Pay Level 10; Entry Pay of Rs. 56,100/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p><i>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</i></p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 35 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) <i>Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: A) For the positions under the Departments of Science & Technology, Humanities & Social Sciences, Business Administration, Commerce: Essential: Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant subject (to be prescribed as per requirement) from an Indian University Desirable: Three (03) years' laboratory experience of handling necessary lab. Equipment / instrument (as relevant to the concerned department/centre) in a reputed organization (preferably educational). B) For the positions under the Engineering & Technology Discipline: Essential: First Class B.E. / B. Tech. in the appropriate branch of Engineering (Engg.) & Technology (Tech). Desirable: Three (03) years' laboratory experience of handling necessary lab. Equipment / instrument (as relevant to the concerned department/centre) in a reputed organization (preferably educational).
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: No.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	:	Section Officer
2.	Number of post(s)	:	10 (as on 2022)* * Subject to variation dependent on the workload
3.	Classification	:	Tezpur University Administrative Service, Group-B, Non-Gazetted, Ministerial.
4.	Scale of pay	:	Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- plus GP of Rs. 4,600/- (PB-2) (Revised; 6 th CPC) Pay Level 7; Entry Pay of Rs. 44,900/- (7 th CPC)
5.	Whether selection post or non-selection post	:	Selection.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. V/4/55-RPS dated 16-5-57).</p>			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Not applicable.
8.	Educational and other qualification for direct recruits	:	Not applicable.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable.
10.	Period of probation, if any	:	NIL
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Promotion
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Promotion: From Assistants having five (05) years' regular service on the basis of Seniority-cum-fitness.
13.	Composition of Departmental Promotion Committee / Selection Committee.	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

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Tezpur University

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DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Sports Officer
2.	Number of post(s)	: 01 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Services, Group-B, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- <i>plus</i> GP of Rs. 4,600/- (PB-2) (Revised; 6 th CPC) Pay Level 7; Entry Pay of Rs. 44,900/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 30 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: 1) Bachelor's degree in any discipline, <i>preferably</i> in Physical Education. 2) At least five (05) years' experience (supported by relevant documents) in organising and conducting national level sports. Desirable: Qualifications prescribed for the post of Assistant Director of Physical Education, since that is the next post in the present hierarchy.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation/absorption grades from which promotion/deputation/absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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Tezpur University

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DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Secretary to the Vice Chancellor
2.	Number of post(s)	: 01 (as on 2022)* * Subject to variation dependent on the workload
3.	Classification	: Tezpur University Administrative Services, Group-B, Non-Gazetted, Ministerial.
4.	Scale of pay	: Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- plus GP of Rs. 4,600/- (PB-2) (Revised; 6 th CPC) Pay Level 7; Entry Pay of Rs. 44,900/- (7 th CPC)
5.	Whether selection post or non-selection post	: Selection
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 30 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: 1) A Bachelor's Degree in any subject from a recognized University. 2) Diploma in Stenography. 3) Fifteen years' experience in working as Stenographer with 5 years in Pay Band of PB-2: Rs.9300-34800/- (or equivalent) with Grade Pay of Rs.4200/- and 10 years in Pay Band of PB-1: Rs.5200-20200/- with Grade Pay of Rs.2400/- (or equivalent). Skill Test Norms: Dictation: 10 mts @80 WPM Transcription: 65 mts (English) / 75 mts (Hindi) (On manual typewriter) OR 50 mts (English) / 65 (Hindi) (On Computer) Desirable: Working knowledge in Computer.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: No.
10.	Period of probation, if any	: For Direct Recruittee: One (01) year, extendable by a maximum of one (01) year. For Promotee: NIL
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Promotion , failing which by Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Promotion: From Stenographer Grade-I in the Pay Band of PB-2: Rs.9300-34800/- with Grade Pay of Rs.4200/- having minimum five (5) years' regular satisfactory service on the basis of Seniority-cum-fitness.
13.	Composition of Departmental Promotion Committee / Selection Committee.	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	:	Assistant
2.	Number of post(s)	:	15 *(as on 2022) * <i>Subject to variation dependent on the workload</i>
3.	Classification	:	Tezpur University Administrative Service, Group-B, Non-Gazetted, Ministerial.
4.	Scale of pay	:	Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- <i>plus</i> GP of Rs. 4,200/- (PB-2) (Revised; 6 th CPC) Pay Level 6; Entry Pay of Rs. 35,400/- (7 th CPC)
5.	Whether selection post or non-selection post	:	Selection.
NOTE: <i>When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</i>			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Not applicable
8.	Educational and other qualification for direct recruits	:	Not applicable
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable
10.	Period of probation, if any	:	NIL
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Promotion
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Promotion: From UDCs / Junior Accountants having ten (10) years' regular satisfactory service on the basis of Seniority-cum-fitness .
13.	Composition of Departmental Promotion Committee / Selection Committee.	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

Note: The cadres of UDCs and Junior Accountants both under the PB-1: Rs. 5200-20200 + GP of Rs. 2400 (Pre-revised Rs. 4000-100-6000/-) are proposed to be merged to a single cadre of UDC.

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Tezpur University

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DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

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(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Stenographer Grade-I * (Previously Steno Gr-II)
2.	Number of post(s)	: 02 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Services, Group-B, Non-Gazetted, Ministerial.
4.	Scale of pay	: Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- plus GP of Rs. 4,200/- (PB-2) (Revised; 6 th CPC) Pay Level 6; Entry Pay of Rs. 35,400/- (7 th CPC)
5.	Whether selection post or non-selection post <small>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</small>	: Selection
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 30 years (<i>Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: 4) A Bachelor's Degree in any subject from a recognized University. 5) Diploma in Stenography. 6) Experience in working as Stenographer with 10 years in Pay Band of PB-1: Rs.5200-20200/- with Grade Pay of Rs.2400/- (or equivalent). Skill Test Norms: Dictation: 10 mts @80 WPM Transcription: 65 mts (English) / 75 mts (Hindi) (On manual typewriter) OR 50 mts (English) / 65 (Hindi) (On Computer) Desirable: Working knowledge in Computer.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: Not applicable.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: 100% Promotion failing which by Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Promotion: From Stenographer Grade-II (previously Steno Gr-III) in the PB1: Rs. 5200-20200/- with GP of Rs. 2400/- having minimum ten (10) years regular service on the basis of Seniority-cum-fitness.
13.	Composition of Departmental Promotion Committee / Selection Committee.	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	:	Nurse (GNM)
2.	Number of post(s)	:	02 (as on 2022)* * Subject to variation dependent on the workload
3.	Classification	:	Tezpur University Administrative Services, Group-B, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	:	Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- plus GP of Rs. 4,200/- (PB-2) (Revised; 6 th CPC) Pay Level 6; Entry Pay of Rs. 35,400/- (7 th CPC)
5.	Whether selection post or non-selection post	:	Not applicable.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. U/4/55-RPS dated 16-5-57).			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	:	Essential: 1) 10+2 standard pass or equivalent. 2) Three (03) years' Diploma in GNM/HWF with registration of any State Nursing Council recognised by the Nursing Council of India.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable.
10.	Period of probation, if any	:	One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

Registrar
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DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
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1.	Name of the post	: Assistant Horticulturist (Isolated Post)
2.	Number of post(s)	: 01 (as on 2022)* * Subject to variation dependent on the workload
3.	Classification	: Tezpur University Administrative Service, Group-B, Non-Gazetted, Ministerial.
4.	Scale of pay	: Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- plus GP of Rs. 4,200/- (PB-2) (Revised; 6 th CPC) Pay Level 6; Entry Pay of Rs. 35,400/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. U/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: B.Sc. (Horticulture) or B.Sc. (Agri) with specialization in Horticulture or equivalent degree in Horticulture.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University

B



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	:	Junior Translation Officer (Previous Junior Translator)
2.	Number of post(s)	:	01 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	:	Tezpur University Administrative Service, Group-B, Non-Gazetted, Ministerial.
4.	Scale of pay	:	Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- plus GP of Rs. 4,200/- (PB-2) (Revised; 6 th CPC) Pay Level 6; Entry Pay of Rs. 35,400/- (7 th CPC)
5.	Whether selection post or non-selection post	:	Not applicable.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. U/4/55-RPS dated 16-5-57).			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	:	Essential: 3) Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level 4) Recognised Diploma or Certificate Course in translation from Hindi to English & vice-versa, or two years' experience of translation work from Hindi to English & vice-versa in Central / State Government office, including Government of India Undertaking. Note 1: Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. Note 2: Qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable.
10.	Period of probation, if any	:	One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

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Tezpur University



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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Professional Assistant (Library)
2.	Number of post(s)	: 02 (as on 2022) * *Subject to variation dependent on workload
3.	Classification	: Tezpur University Administrative Service, Group-B, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- plus GP of Rs. 4,200/- (PB-2) (Revised; 6 th CPC) Pay Level 6; Entry Pay of Rs. 35,400/- (7 th CPC)
5.	Whether selection post or non-selection post	: Selection
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 30 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: Bachelor degree in Library & Information Science / Library Science. Desirable: Knowledge of computers with Library software and automation.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: No.
10.	Period of probation, if any	: One (01) year, maximum extendable by one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: 100 % Promotion failing which by Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Promotion: From Semi Professional Assistant in the Pay Band PB-2 with GP of Rs. 2800/- having six (06) years regular satisfactory service in the grade on the basis Seniority-cum-fitness.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Assistant Engineer
2.	Number of post(s)	: 02 (as on 2022)* *Subject to variation dependent on workload.
3.	Classification	: Tezpur University Technical Services, Group-B, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- plus GP of Rs. 4,600/- (PB-2) (Revised; 6 th CPC) Pay Level 7; Entry Pay of Rs. 44,900/- (7 th CPC)
5.	Whether selection post or non-selection post	: Selection.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 30 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: A Bachelor's Degree in Engineering / Technology (B. E. / B. Tech.) in Civil / Electrical / Mechanical / Architectural Engineering. OR A Diploma in Civil / Electrical / Mechanical / Architectural Engineering with five (05) years' working experience as Junior Engineer in the pay band PB-2: Rs.9300-34800/- with GP of Rs. 4200/- in Central/State Govt. /Autonomous body.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: No.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: 100% by Promotion, failing which by Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Promotion: From Junior Engineers of Tezpur University Engineering Services in the pay band PB-2: Rs.9300-34800/- with GP of Rs. 4200/- with minimum five (05) years' regular satisfactory service in the grade on the basis of Seniority-cum-fitness .
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Junior Engineer
2.	Number of post(s)	: 04 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Technical Services, Group-B, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- <i>plus</i> GP of Rs. 4,200/- (PB-2) (Revised; 6 th CPC) Pay Level 6; Entry Pay of Rs. 35,400/- (7 th CPC)
5.	Whether selection post or non-selection post	: Selection.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 30 years (<i>Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: 1) Three (03) years' Diploma in Civil / Mechanical / Electrical / Architectural Engineering from a govt. recognized institute. 2) Minimum three (03) years' experience in the line in a reputed organisation.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: No.
10.	Period of probation, if any	: For Direct Recruittee: One (01) year, extendable by a maximum of one (01) year. For Promotee: NIL
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: 50% by Direct Recruitment. 50% by Promotion, failing which by Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Promotion: From Electrician-cum-Linesman in the pay band PB-1: Rs. 5,200-20200/- with GP: Rs.2400/- with minimum ten (10) years' regular satisfactory service in the grade on the basis of Seniority-cum-fitness.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University

B



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Junior Programmer (Computer Centre)
2.	Number of post(s)	: 02 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Technical Services, Group-B, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- plus GP of Rs. 4,600/- (PB-2) (Revised; 6 th CPC) Pay Level 7; Entry Pay of Rs. 44,900/- (7 th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Not exceeding 30 years (<i>Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: B.E. / B.Tech. in Computer Science & Engineering or equivalent degree from any recognized Indian University / Institution with at least 50% marks or its equivalent grade. OR Degree of Master of Computer Application (MCA) from any recognized Indian University / Institution with at least 50% marks or its equivalent grade. OR Three (03) years' Diploma in Computer Science & Engineering from any recognized Indian University / Institution with five (05) years' experience in any Govt. / Public Sector Undertakings / Private organization of repute.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University



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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

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(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	:	Senior Technical Assistant
2.	Number of post(s)	:	12 (as on 2022)* * Subject to variation dependent on the workload
3.	Classification	:	Tezpur University Technical Services, Group-B, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	:	Rs. 6500-200-10500/- (Pre-revised; 5 th CPC) Rs. 9,300-34,800/- plus GP of Rs. 4,200/- (PB-2) (Revised; 6 th CPC) Pay Level 6; Entry Pay of Rs. 35,400/- (7 th CPC)
5.	Whether selection post or non-selection post	:	Selection.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Not exceeding 30 years (Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	:	<p>Essential:</p> <p>1) Master's Degree in the relevant discipline (MA / M. Sc. / M.Com. as per requirement of the concerned Department / Centre) with at least 2nd Class or equivalent grade from a recognised University.</p> <p style="text-align: center;">OR</p> <p>2) Bachelor's Degree in the relevant discipline (B. A. / B. Sc. / B. Com. as per requirement of the concerned Department / Centre) with at least 2nd Class or equivalent grade from a recognised University and minimum six (06) years' experience in the Grade of Technical Assistant or equivalent post in the pay band PB-1 : Rs. 5,200-20200/- with GP : Rs.2800/-</p> <p style="text-align: center;">OR</p> <p>3) Three (03) years' Engineering Diploma or One year Post Graduate Diploma, as the case may be, in the relevant discipline (Civil / Mechanical / Electrical / Electronics / Instrumentation / Sound / Computer Science / Chemical / Tourism Management etc. as per requirement of the concerned Department / Centre) from a recognised University and minimum six (06) years' experience in the Grade of Technical Assistant or equivalent post in the pay band PB-1 : Rs. 5,200-20200/- with GP : Rs.2800/-</p> <p>Desirable: Additional experience / knowledge in handling specific sophisticated instruments or in the relevant field (as per requirement of the concerned Department / Centre).</p>
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	No.
10.	Period of probation, if any	:	One (01) year, extendable by a maximum of one (01) year (for both Direct Recruittee as well as Promotee)
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	50% Direct Recruitment. 50% Promotion, failing which by Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Promotion: From Technical Assistants in the pay band PB-1: Rs. 5,200-20,200/- plus GP of Rs. 2,800/- (PB-1) (Revised) with six (06) years' regular satisfactory service on the basis of Seniority-cum-fitness (from those within the line of requirement of the concerned Department / Centre).
13.	Composition of Departmental Promotion Committee / Selection Committee	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

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Tezpur University



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

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(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	:	Upper Division Clerk
2.	Number of post(s)	:	21* (as on 2022) * Subject to variation dependent on the workload
3.	Classification	:	Tezpur University Administrative Service, Group-C, Non-Gazetted, Ministerial
4.	Scale of pay	:	Rs. 4,000-100-6,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 2,400/- (PB-1) (Revised; 6 th CPC) Pay Level 4; Entry Pay of Rs. 25,500/- (7th CPC)
5.	Whether selection post or non-selection post	:	Non Selection.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	:	Essential: Degree of a recognized University or equivalent. Desirable: Working knowledge in computer.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable.
10.	Period of probation, if any	:	For Direct Recruittee: One (01) year, extendable by a maximum of one (01) year. For Promotee: NIL
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	1) 50% by Promotion on the basis of Seniority-cum-fitness. 2) 50% by Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Promotion: From Lower Division Clerk (Grade Pay of Rs. 1900/-) and Hindi Typist (Grade Pay of Rs. 1900/-) with 8 years' service in the grade on the basis of seniority-cum-fitness.
13.	Composition of Departmental Promotion Committee / Selection Committee.	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

Note: Posts of LDC and Hindi Typist was proposed to be merged and rationalized. But, the UGC has not agreed to the same. However, the incumbent of Hindi Typist has been allowed to be considered for promotion to UDC along with LDC.

Registrar
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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
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(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Lower Division Clerk (LDC)
2.	Number of post(s)	: 12 * (as on 2022) * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Service, Group-C, Non-Gazetted, Ministerial.
4.	Scale of pay	: Rs. 3,050-75-3,950-80-4,590/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 1,900/- (PB-1) (Revised; 6 th CPC) Pay Level 2; Entry Pay of Rs. 19,900/- (7th CPC)
5.	Whether selection post or non-selection post	: Non-Selection
<p><i>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</i></p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: (i) 12 th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter Or A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. [35 w.p.m. and 30 w.p.m. correspond to 10500 and 9000 Key Depression Per Hour (KDPH) respectively on an average of 5 key depression for each word].
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: No.
10.	Period of probation, if any	: For Direct Recruittee: One (01) year, extendable by a maximum of one (01) year. For Promotee: NIL
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: i) 85 % by Direct Recruitment. ii) 15% of the vacancies shall be filled on seniority-cum-fitness basis from MTS who have 3 years' regular service in posts with the Grade Pay of Rs. 1800/-.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: As stated in Col. 11
13.	Composition of Departmental Promotion Committee / Selection Committee.	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Junior Accountant
2.	Number of post(s)	: 06 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Services, Group-C, Non-Gazetted, Ministerial.
4.	Scale of pay	: Rs. 4,000-100-6,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 2,400/- (PB-1) (Revised; 6 th CPC) Pay Level 4; Entry Pay of Rs. 25,500/- (7th CPC)
5.	Whether selection post or non-selection post	: Not applicable
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: A Bachelor's Degree in Commerce from any recognized University Desirable: Working knowledge of Computer.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Note: This post is proposed to be merged with UDC.

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RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Hindi Typist
2.	Number of post(s)	: 01 (as on 2022)* * Subject to variation dependent on the workload
3.	Classification	: Tezpur University Administrative Service, Group-C, Non-Gazetted, Ministerial.
4.	Scale of pay	: Rs. 3,050-75-3,950-80-4,590/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 1,900/- (PB-1) (Revised; 6 th CPC) Pay Level 2; Entry Pay of Rs. 19,900/- (7th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: 1) 12 th Class pass from any recognised School / Board with Hindi as a regular subject. 2) Speed in Hindi Typing: 30 words per minute on computer (30 words per minute correspond to 9000 KDPH on an average of 5 key depressions for each word).
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Note: Posts of Hindi Typist was proposed to be merged and rationalized with the post of LDC. But, the UGC has not agreed to the same. However, the incumbent of Hindi Typist has been allowed to be considered for promotion to UDC along with LDC.

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RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Stenographer Grade-II* (Revised)
2.	Number of post(s)	: 02 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Services, Group-C, Non-Gazetted, Ministerial.
4.	Scale of pay	: Rs. 4,000-100-6,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 2,400/- (PB-1) (Revised; 6 th CPC) Pay Level 4; Entry Pay of Rs. 25,500/- (7th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: 7) 12 th Class pass or equivalent from a recognized Board / University. 8) Diploma in Stenography. Skill Test Norms: Dictation: 10 mts @80 WPM Transcription: 65 mts (English) / 75 mts (Hindi) (On manual typewriter) OR 50 mts (English) / 65 (Hindi) (On Computer) Desirable: Working knowledge in Computer.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee.	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

(Vide Notification No. Dated

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(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Semi Professional Assistant (Library)
2.	Number of post(s)	: 02 (as on 2022) * * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Service, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 4,500-125-7,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 2,800/- (PB-1) (Revised; 6 th CPC) Pay Level 5; Entry Pay of Rs. 29,200/- (7th CPC)
5.	Whether selection post or non-selection post	: Non Selection.
	NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).	
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: Bachelor degree in Library & Information Science / Library Science. Desirable: Knowledge of computers with Library software and automation.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: For Direct Recruit: One (01) year, extendable by a maximum of one (01) year. For Promotee: NIL
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Promotion , failing which by Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Promotion: From Library Assistant in the pay band PB-1: Rs. 5,200-20200/- with GP: Rs.2000/- having 10(ten) years regular satisfactory service in the grade by Seniority-cum-fitness method.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
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(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

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1.	Name of the post	: Library Assistant
2.	Number of post(s)	: 03 (as on 2022) * * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Service, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 4,000-100-6,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 2,400/- (PB-1) (Revised; 6 th CPC) Pay Level 4; Entry Pay of Rs. 25,500/- (7th CPC)
5.	Whether selection post or non-selection post	: Non Selection
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: (i) 10+2 standard pass, and (ii) Certificate course in Library Science or 3 (three) years experience in automated University / College library. OR Bachelor degree in Library Science / Library & Information Science from a recognized University Desirable: Knowledge of computers with Library software and automation
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: No.
10.	Period of probation, if any	: For Direct Recruittee: One (01) year, maximum extendable by one (01) year. For Promotee: NIL
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: 100% by Promotion, <i>failing</i> which by Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Promotion: From Library Attendant in the pay band PB-1 : Rs. 5,200-20200/- with GP : Rs.1800/- having six (06) years' regular satisfactory service in the grade by Seniority-cum-fitness method.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
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1.	Name of the post	: Library Attendant
2.	Number of post(s)	: 03 (as on 2022) * * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Service, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 2,650-65-3,300-70-4,000/- (Pre-revised; 5 th CPC) Rs. 5,200 – Rs. 20,200 <i>plus</i> GP of Rs. 1,800/- (PB-1) (Revised; 6 th CPC). Pay Level 1; Entry Pay of Rs. 18,000/- (7th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: 10 th standard pass
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, maximum extendable by one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)

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(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Pharmacist
2.	Number of post(s)	: 01 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 4,500-125-7,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- <i>plus</i> GP of Rs. 2,800/- (PB-1) (Revised; 6 th CPC) Pay Level 5; Entry Pay of Rs. 29,200/- (7th CPC)
<p>NOTE: Pharmacist (Entry Grade) of Tezpur University Health Services will be eligible for placement in the Pay Band of Rs. 9,300-34,800/- <i>plus</i> GP of Rs. 4,200/- (PB-2) (Revised) on Non Functional Basis after two (02) years of regular service in the entry grade. This “placement” of Pharmacist (Entry Grade) to Pharmacist (Non Functional Grade) shall be de-linked from vacancies and shall become non-functional and time bound. Such placement, will however, be subject to vigilance clearance. This is w.e.f. 01.01.2006.</p> <p>References: i) OM F.No.1/1/2008-IC Dated 18 November, 2009 of the Implementation Cell, Department of Expenditure, Ministry of Finance, GoI. ii) OM F.No.60(1)-E.III(B)/2010 Dated 2 June, 2010 of Department of Expenditure, Ministry of Finance, GoI. iii) Letter No. F.7-2/2010 (JCRC) Dated 7 July 2011 of the UGC.</p>		
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: 1) 10+2 standard pass or equivalent. 2) Two (02) years' Diploma in Pharmacy 3) Registered member of the State Pharmacy Council.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
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1.	Name of the post	:	Driver
2.	Number of post(s)	:	7 (as on 2022)* * Subject to variation dependent on the workload
3.	Classification	:	Tezpur University Administrative Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	:	Rs. 3050-75-3950-80-4590/- (Pre-revised; 5 th CPC) PB-1: Rs. 5,200-20,200/- plus GP of Rs. 1,900/- (Revised; 6 th CPC) Pay Level 2; Entry Pay of Rs. 19,900/- (7th CPC)
5.	Whether selection post or non-selection post	:	Not applicable.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Between 18-27 years (Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	:	a. Matriculation or equivalent pass OR ITI pass. b. Possession of a valid driving license for L.M.V. c. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles)
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable
10.	Period of probation, if any	:	One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee.	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

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DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated)

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	:	Multi-Tasking Staff (MTS) (Erstwhile Group-D Staff)
2.	Number of post(s)	:	73 * (as on 2022) * <i>Subject to variation dependent on the workload</i>
3.	Classification	:	Tezpur University Administrative Service, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	:	Rs. 5200-20200/- <i>plus</i> Grade Pay of Rs. 1800/- (Revised; 6 th CPC) Pay Level 1; Entry Pay of Rs. 18,000/- (7th CPC)
5.	Whether selection post or non-selection post	:	Not applicable
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	:	Matriculation or equivalent pass <i>OR</i> ITI pass.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable.
10.	Period of probation, if any	:	One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee.	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

Registrar
Tezpur University

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(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Laboratory Attendant
2.	Number of post(s)	: 01 (as on 2022) * * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Administrative Service, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 2,650-65-3,300-70-4,000/- (Pre-revised; 5 th CPC) Rs. 5,200 – Rs. 20,200 <i>plus</i> GP of Rs. 1,800/- (PB-1) (Revised; 6 th CPC). Pay Level 1; Entry Pay of Rs. 18,000/- (7th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: 10 th standard pass
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, maximum extendable by one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: By Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Laboratory Technician
2.	Number of post(s)	: 02 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Technical Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 4,000-100-6,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 2,400/- (PB-1) (Revised; 6 th CPC) Pay Level 4; Entry Pay of Rs. 25,500/- (7th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: Three (03) years' Diploma in Laboratory Technician from any recognized Medical College. Desirable: Working experience in the line in any Govt. / Private Hospital / Laboratory.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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1.	Name of the post	:	Laboratory Assistant
2.	Number of post(s)	:	14 (as on 2022)* * Subject to variation dependent on the workload
3.	Classification	:	Tezpur University Technical Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	:	Rs. 3,200-85-4,900/- (Pre-revised; 5 th CPC; replaced by Rs. 4000-100-6000/- vide UGC letter F. No.40-1/2004(JCRC) Vol.III Dt. 04.04.2015). Rs. 5,200-20,200/- plus GP of Rs. 2,400/- (PB-1) (Revised) Pay Level 4; Entry Pay of Rs. 25,500/- (7th CPC)
5.	Whether selection post or non-selection post	:	Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Between 18-27 years (Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	:	<p>Essential:</p> <p>1) (A) 10+2 standard pass in Science with Physics / Chemistry / Biology (or any other subject as required) as a subject from a recognised Board / University. OR (B) Two (02) years ITI trade in Machinist / Turner / Electrician / Fitting / Draftsmanship / Electronic / Information Technology / Electronics System Maintenance or equivalent. OR (C) 10+2 standard pass from a recognised Board / University followed by DOEACC 'O' level OR DOEACC 'A' level or equivalent.</p> <p>2) Two (2) years experience in similar job in a college / university laboratory or equivalent organisation.</p> <p>Desirable: Candidates with experience in handling sophisticated analytical equipments related to the Departmental Laboratory / Workshop may be preferred.</p> <p>NOTES: 1(A) above for the Departments of Science & Technology. 1(B) above for the Departments of Engg. & Technology except for the Dept. of Comp. Sc. & Engg. 1(C) above for the Department of Comp. Sc. & Engg. and other Departments for which the requirement is for Computer related works.</p>
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable.
10.	Period of probation, if any	:	One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

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1.	Name of the post	: Technician
2.	Number of post(s)	: 07 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Technical Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 4,000-100-6,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- <i>plus</i> GP of Rs. 2,400/- (PB-1) (Revised; 6 th CPC) Pay Level 4; Entry Pay of Rs. 25,500/- (7th CPC)
5.	Whether selection post or non-selection post	: Not applicable
	NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).	
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	: Essential: Three (03) years' Engineering Diploma in Civil / Mechanical / Electrical from a recognised institution OR Two (02) years ITI trade in Machinist / Turner / Electrician / Electronic / Information Technology / Electronics System Maintenance or equivalent <i>with</i> two (2) years post qualification experience in the line. Note: <u>The subject of Diploma/ITI trade may vary depending on the requirement of the concerned department/centre.</u> Desirable: Candidates with experience in handling sophisticated equipments related to the Departmental Laboratory / Workshop may be preferred.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

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Tezpur University



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1.	Name of the post	:	Draftsman
2.	Number of post(s)	:	02 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	:	Tezpur University Technical Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	:	Rs. 4,000-100-6,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- <i>plus</i> GP of Rs. 2,400/- (PB-1) (Revised; 6 th CPC) Pay Level 4; Entry Pay of Rs. 25,500/- (7th CPC)
5.	Whether selection post or non-selection post	:	Not applicable
	NOTE: <i>When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</i>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: <i>The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.</i>
8.	Educational and other qualification for direct recruits	:	Essential: Three (03) years' Engineering Diploma in Civil / Mechanical / Architecture from a recognised institution OR Two (02) years ITI trade in Draftsmanship <i>with</i> minimum two (02) years' post qualification experience in the line. Desirable: Candidates with knowledge of CAD will be preferred.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable
10.	Period of probation, if any	:	One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Not applicable
13.	Composition of Departmental Promotion Committee / Selection Committee	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

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1.	Name of the post	:	Technical Assistant
2.	Number of post(s)	:	25 (as on 2022)* * Subject to variation dependent on the workload
3.	Classification	:	Tezpur University Technical Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	:	Rs. 4,500-125-7,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 2,800/- (PB-1) (Revised; 6 th CPC) Pay Level 5; Entry Pay of Rs. 29,200/- (7th CPC)
5.	Whether selection post or non-selection post	:	Selection.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Between 18-27 years (Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	:	<p>Essential:</p> <p>1) (A) Three (03) years' Engineering Diploma in the relevant field (Civil / Mechanical / Electrical / Architecture / Electronics / Instrumentation / Chemical Engineering etc.) from a recognised University / Institution. OR (B) B. Sc. with major in Physics / Chemistry / Biology (or any other subjects as per requirement) from a recognised University. OR (C) Three (03) years' Diploma in Computer Science & Engineering / Electronics from any recognized University / Institution OR B. Sc. Degree in Computer Science / Computer Science & Engineering or Bachelor's Degree in Computer Application (BCA) from any recognized Indian University / Institution OR B. Sc. Degree in any subject followed by DOEACC 'A' level / Post Graduate Diploma in Computer Application (PGDCA) from any recognized University / Institution with two (02) years' experience in the line.</p> <p>2) Two (2) years experience in similar job in a college / university laboratory or equivalent organisation. Desirable: Candidates with experience in handling sophisticated analytical equipments related to the Departmental Laboratory / Workshop may be preferred.</p> <p>NOTES: 1(A) above for the Departments of Engg. & Technology except for the Dept. of Comp. Sc. & Engg. 1(B) above for the Departments of Science & Technology. 1(C) above for the Department of Comp. Sc. & Engg. and other Departments for which the requirement is for Computer related works.</p>
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	No.
10.	Period of probation, if any	:	For Direct Recruittee: One (01) year, extendable by a maximum of one (01) year. For Promotee: NIL
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	50% Direct Recruitment. 50% Promotion, failing which by Direct Recruitment
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Promotion: From Laboratory Assistants / Technicians / Draftsman in the pay band of Rs. 5,200-20,200/- plus GP of Rs. 2,400/- (PB-1) with five (05) years' regular satisfactory service on the basis of Seniority-cum-fitness (from those within the line of requirement).
13.	Composition of Departmental Promotion Committee / Selection Committee	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

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1.	Name of the post	:	Pump Operator
2.	Number of post(s)	:	02 (as on 2022) * * <i>Subject to variation dependent on the workload</i>
3.	Classification	:	Tezpur University Technical Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	:	Rs. 3050-75-3950-80-4590/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 1,900/- (PB-1) (Revised; 6 th CPC). Pay Level 2; Entry Pay of Rs. 19,900/- (7th CPC)
5.	Whether selection post or non-selection post	:	Not applicable.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	:	Essential: ITI pass in Electrical Trade.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	Not applicable.
10.	Period of probation, if any	:	One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

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1.	Name of the post	:	Electrician cum Linesman
2.	Number of post(s)	:	02 (as on 2022) * * <i>Subject to variation dependent on the workload</i>
3.	Classification	:	Tezpur University Technical Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	:	Rs. 4,000-100-6,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 2,400/- (PB-1) (Revised; 6 th CPC). Pay Level 4; Entry Pay of Rs. 25,500/- (7th CPC)
5.	Whether selection post or non-selection post	:	Not Applicable
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion/transfer 011 deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).			
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	:	To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	:	Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	:	Essential: 1) ITI pass in Electrical Trade. 2) Minimum two (02) years post qualification experience in the line in a reputed organisation.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	:	No.
10.	Period of probation, if any	:	One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	:	Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	:	Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	:	As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	:	Not applicable.

Registrar
Tezpur University

B



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
(Vide Notification No. Dated

(Approved by the Board of Management vide Res. No. B.107/2022/4/2.6 Dt. 24.06.2022)
(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Machine Operator
2.	Number of post(s)	: 01 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Technical Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 3,050-75-3,950-80-4,590/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 1,900/- (PB-1) (Revised; 6 th CPC) Pay Level 2; Entry Pay of Rs. 19,900/- (7th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
<p>NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).</p>		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: Two (02) years ITI trade in Machinist / Turner. Desirable: Candidates with experience in handling Lathe, Welding, Milling machines etc. and capable of working in a Workshop.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University

B



DRAFT
“TEZPUR UNIVERSITY (NON-TEACHING EMPLOYEES)
RECRUITMENT RULES (REVISED)”

(Revised w.e.f. 24.06..2022)
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(Previously Approved by Board of Management vide Resolution No. B. 80/2016/3/2.7 Dt. 17.10.2016)

1.	Name of the post	: Assistant Curator (Isolated Post)
2.	Number of post(s)	: 01 (as on 2022)* * <i>Subject to variation dependent on the workload</i>
3.	Classification	: Tezpur University Technical Services, Group-C, Non-Gazetted, Non-Ministerial.
4.	Scale of pay	: Rs. 4,500-125-7,000/- (Pre-revised; 5 th CPC). Rs. 5,200-20,200/- plus GP of Rs. 2,800/- (PB-1) (Revised; 6 th CPC) Pay Level 5; Entry Pay of Rs. 29,200/- (7th CPC)
5.	Whether selection post or non-selection post	: Not applicable.
NOTE: When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used. In the case of direct recruitment or deputation or transfer, the entry should be "Not Applicable". In the case of composite method of recruitment (i.e. Promotion / transfer / deputation), the words 'Not Applicable' may be used. (MHA OM No. 1/4/55-RPS dated 16-5-57).		
6.	Whether benefit of added years of service admissible under rule 30 of Central Services (Pension) Rules 1972	: To be deleted in view of instructions issued vide DOP&PW OM No. 7/7/2008-P&PW (F) dated 13.2.2009 in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity.
7.	Age limit for direct recruits	: Between 18-27 years (<i>Upper age limit relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government</i>) Note: The crucial / calculating date for determining the age shall be the last date of receipt of applications as stated in the concerned advertisement.
8.	Educational and other qualification for direct recruits	: Essential: A Bachelor's Degree in any discipline with Diploma in Museology or Archival Studies. Desirable: Experience of working in recognised Museum.
9.	Whether age and qualifications prescribed for direct recruits will also apply in case of promotees	: Not applicable.
10.	Period of probation, if any	: One (01) year, extendable by a maximum of one (01) year.
11.	Method of recruitment: Whether by direct recruitment or by promotion / by deputation / absorption and percentage of the vacancies to be filled by various methods	: Direct Recruitment.
12.	In case recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	: Not applicable.
13.	Composition of Departmental Promotion Committee / Selection Committee	: As per Ordinance 5 of Tezpur University Act (Annexure-)
14.	Circumstances in which the UPSC is to be consulted in making recruitment	: Not applicable.

Registrar
Tezpur University

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