



BHATTADEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA -781325 (ASSAM), INDIA

RECRUITMENT NOTICE

Advt. No. BU/E&A Sec./ Advt./Non-Teaching/C/D/01/2023/2715

Date: 13/05/2023

Applications are invited in prescribed format available in the website <https://www.bhattadevuniversity.ac.in> along with complete biodata, recent passport size photograph and self-attested copies of all testimonials for direct recruitment to the following vacant posts at Bhattadev University, Bajali.

- 1. Junior Assistant - 02 (two) posts** Roster Point-9 (UR) and Roster Point-2 (OBC/MOBC)
Pay Band: Rs. 14000/-- Rs.49000/- G.P.- Rs. 6200/-
- 2. Library Assistant - 01 (one) post** Roster Point-7 (UR)
Pay Band: Rs. 14000/-- Rs.49000/- G.P.- Rs. 6200/-
- 3. Laboratory Bearer - 05 (five) posts** Roster Point-1 (UR -PWD), Roster Point-6 (OBC/MOBC)
Roster Point-11 (OBC/MOBC), Roster Point-10 (ST-H) and
Roster Point- 21 (OBC/MOBC)
Pay Band: Rs. 12000/-- Rs.37500/- G.P.- Rs. 3900/-
- 4. Grade IV - 01 (one) post** Roster Point-19 (UR)
(Peon/ Office Attendant) Pay Band: Rs. 12000/-- Rs.37500/- G.P.- Rs. 3900/-

Essential and Desirable Qualifications:

- 1. Junior Assistant** - Bachelor's degree in any discipline from a recognized University, Minimum of six months' Diploma in Computer Application from any recognized University or Institution. Desirable qualification: Knowledge of MS-Excel and experience in the relevant field.
- 2. Library Assistant** - Bachelor's degree in any discipline from a recognized University. Desirable qualification: Minimum of six months Diploma in Computer Application from any recognized University or Institution and experience in the relevant field.
- 3. Laboratory Bearer** - Minimum Educational Qualification- HSLC (Class X) or equivalent Examination passed from a recognized Board. Desirable qualification: Ability to handle laboratory equipment including computer etc. and experience in the relevant field. The highest educational qualification for the posts shall be Class XII (HSSLC) or equivalent examination passed and candidates having higher qualification shall not be eligible for any of these posts.
- 4. Grade IV (Peon/ Office Attendant)**- Minimum Educational Qualification- HSLC (Class X) or equivalent Examination passed from a recognized Board. Desirable qualification: Ability to handle computer, photocopier etc. and experience in the relevant field. The highest educational qualification for the post shall be Class XII (HSSLC) or equivalent examination passed and candidates having higher qualification shall not be eligible for the post.

GENERAL CONDITIONS/ INSTRUCTIONS:

- The applicant shall not be less than 18 years and more than 40 years of age as on 01-05-2023. Relaxation of 5 years for SC/ST, 3 years for OBC/MOBC, 2 years for Ex-Serviceman and 10 years for PWD is applicable as per Assam Govt. Guidelines. The candidates must have Permanent Residential Certificate and must have proficiency in local language. The age of the candidate will be calculated on the basis of the School/Matriculation/ HSLC Admit Card/ Certificate issued by a recognized Board/Council.
- Application Fees & Last date: Candidates will be required to pay non-refundable amount of Rs. 500/- for UR Category and (Rs. 300/- for SC/ ST) by Demand draft drawn in favour of "Registrar, Bhattadev University" payable at State Bank of India, Pathsala Branch (IFSC: SBIN0002099), Pathsala-781325, District: Barpeta (Assam). Prescribed application form complete in all respect with necessary documents, testimonials must reach the Office of "The Registrar Bhattadev University, Bajali, Pathsala-781325" latest by 06/06/2023.
- The candidates must possess the minimum qualifications in order to be considered for the posts.
- Applicants may attach additional sheet(s) wherever necessary quoting the serial number in the application form.
- Applicants willing to apply for more than one post must submit separate applications for each post(s) along with separate application fee.
- Application(s) received after the last date are likely to be rejected.
- No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for the interview.



8. In-service persons must submit their applications through proper channel, or submit a "No Objection Certificate" from the appointing authority along with the application.
9. Canvassing in any form will be a disqualification.
10. Any change of address for correspondence should be communicated to the Registrar, Bhattadev University, giving reference of the Advertisement and post(s) applied for.
11. Written tests may be conducted for short-listing purposes.
12. Only short-listed candidates will be called for interview and or computer test.
13. Candidates will have to appear in the written test & interview and /or computer test at their own cost.
14. Services of the selected candidates will be governed by the Act, Statutes, Regulations etc. of the University and relevant Govt. of Assam norms and guidelines.
15. Mere fulfillment of minimum qualification will not entitle an applicant to be short-listed for interview.
16. A candidate selected for a post must be medically fit, both physically and mentally. A certificate to that effect duly signed by the Joint Director of Health Services of the district concerned or a Government Medical Officer, shall have to be produced by the candidate before he/she is allowed to join. If necessary, the university may appoint its own doctor to check the credentials.
17. The application should be addressed to the "Registrar, Bhattadev University, Bajali, Pathsala-781325, Assam (India)" in an envelope superscribing "APPLICATION FOR THE POST OF.....against the category of....." (UR, OBC/MOBC, ST(H), ST(P), PWD).
18. The University reserves the right to withdraw/amend the entire/part of the process of recruitment at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post(s) and its decision in this regard shall be final.

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Registrar i/c
Bhattadev University

Memo No. BU/E&A Sec./ Advt./Non-Teaching/C/D/01/2023/2715-A

Dated : 13/05/2023

Copies to:

1. The Secretary to the Govt. of Assam, Higher Education Deptt., Dispur, Guwahati-6- for favour of kind information
2. The Addl. Secretary to the Govt. of Assam, Chancellor's Secretariat, Raj Bhavan, Guwahati-1- for favour of kind information
3. The Director of Higher Education, Assam, Kahilipara, Guwahati-19- for favour of kind information
4. The Finance Office (i/c), Bhattadev University
5. The Academic Registrar, Bhattadev University
6. All Heads of the Academic Departments, Bhattadev University
7. PA to the Honourable Vice-Chancellor, Bhattadev University
8. Web Administrator, Bhattadev University.- for uploading on the Bhattadev University website
9. Notice Board
10. Concerned office file.


Registrar i/c
Bhattadev University

[Handwritten signature]
13/5/2023



BHATTADEV UNIVERSITY
Bajali, Pathsala-781325, Assam
APPLICATION FORM FOR NON-TEACHING POSTS

Affix a recent
passport size
photograph and
sign across it

Advertisement No.Dated.....

Name of the Post Applied for:.....

1. Name in full:.....
2. Father's Name:.....
3. Mother's Name:.....
4. Gender :.....
5. Date and Place of Birth:.....
6. Nationality :.....
7. Marital Status:.....
8. Whether belongs to any reserved category:... OBC/MOBC/EWS/SC/ST(P)/ST(H).....

(if so, give details and attested copy of the certificate)

9. Postal Address:

PINContact No.....

10. Permanent residential address:.....

PINContact No.....

11. E-mail ID:

12. Educational Qualification (in Chronological Order)

Sl No.	Course Completed	Board/University	Name of the Institution	Div/Class	Total Marks	PC/CGPA of Marks	Year of Passing

13. Details of Proficiency in Computer Application

Name of the Course:	Duration of the Course:
Name of the Institute:	

14. Employment details in chronological order.

(Attached NOC in case employed persons from the competent authority)

Sl. No.	Post held	Pay Scale	Organization	Nature of Duties	Duration		Experience (in years and months)
					Date of joining	Date of leaving	

15. Any other additional information to support your candidature including details of technical projects and other activities (you may attach an additional sheet if necessary).....

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I hereby declare that I have carefully read and understood the instructions and regulation referred here in and that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any information is found to be incorrect at any stage.

Demand Draft No.....Date.....Name of Bank:.....

Place:

Date:

Signature of the Candidate

Name in full:.....

Address:.....

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