



TEZPUR UNIVERSITY

(A Central University)
Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 12 / 2025

Applications (through **SAMARTH Portal** only) are invited from eligible candidates for the post of **Registrar**. Details of the advertisement, other terms and conditions are available in the University website www.tezu.ernet.in. **Last date** for submission of filled-in applications through **SAMARTH Portal** is within 30 (thirty) days from the date of publication of the Advertisement.

Sd/-Registrar i/c



तेजपुर विश्वविद्यालय

(एक केंद्रीय विश्वविद्यालय)

तेजपुर – 784028 असम

विज्ञापन संख्या. 12 / 2025

कुलसचिव के पद के लिए योग्य उम्मीदवारों से आवेदन (केवल **SAMARTH पोर्टल** के माध्यम से) आमंत्रित किए जाते हैं। विस्तृत विज्ञापन, अन्य शर्तें विश्वविद्यालय के वेबसाइट www.tezu.ernet.in में उपलब्ध हैं। विधिवत भरा गया आवेदन पत्र **SAMARTH पोर्टल** में प्रकाशित विज्ञापन तिथि से 30 (तीस) दिनों की होगी।

हस्ता/- प्रभारी कुलसचिव

Memo No.F.01-3/XVIII(E)/932

Date: 24.06.2025

Copy to:

1. All Deans / Heads of all Departments / Centres, Tezpur University, for circulation in their departments.
2. Finance Officer, Tezpur University, for information.
3. Vigilance Officer, Tezpur University.
4. Deputy Registrar (Adm)/Assistant. Registrar (E)/Hindi Officer / Section Officer (SCT Cell), Tezpur University.
5. **Public Relations and Information Officer, Tezpur University**, with a request to make necessary arrangement for publication of the above advertisement as below:
 - A) Through **Bureau of Public Outreach (erstwhile DAVP)**: ENGLISH version of the above advertisement in (i) **Hindustan Times, New Delhi**, (ii) **The Hindu, Chennai**, (iii) **The Telegraph, Kolkata**, (iv) **The Times of India, Mumbai**, (v) **The Assam Tribune, Guwahati**, (iii) **Amar Asom, Guwahati** (Assamese Vernacular daily).
 - B) Through **University News**: Both English & Hindi versions.
 - C) On **Employment News** (English version) and **Rozgar Samachar** (Hindi Version),

The above advertisement is to be published in one immediate issue using most reasonable spaces and **bills are to be submitted along with two (02) sets of original paper-cuts.**
6. Webmaster, Tezpur University, with a request to float the advertisement and other details attached herewith in the University Website.
7. Private Secretary to the Vice-Chancellor, Tezpur University, for kind information of the Vice Chancellor.
8. Director, Doordarshan Kendra, Guwahati, with a request to telecast as local announcement.
9. Station Director, All India Radio, Guwahati, with a request to broadcast as local announcement.
10. Secretary, Dept. of Secondary & Higher Education, Ministry of HRD, Government of India, Shastri Bhavan, New Delhi-110 115.
11. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.
12. Secretary, Personnel Department, Ministry of Personnel & Training, Govt. of India, New Delhi-110001.
13. *Chairperson, National Commission for Backward Classes, Government of India, Trikoot-1, Bhikaji Cama Place, New Delhi - 110 066.*
14. *Chairperson, National Commission for Scheduled Castes, Government of India, 5th Floor, 'A' Wing, Loknayak Bhawan, Khan Market, New Delhi-110003.*
15. *Chairperson, National Commission for Scheduled Tribes, Government of India, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.*
16. *Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110001.*
17. Registrars of all Indian Universities/IITs.
18. Assistant Director of Employment, District Employment Exchange, Sonitpur, Tezpur.
19. Tezpur University Notice Boards / Concerned files.

Sd/- Registrar i/c



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Applications through SAMARTH Portal can be submitted from	26.06.2025 (09.00 AM)
Last date of submission of filled-in applications through SAMARTH Portal	Within 30 days from the date of publication of the Advertisement
APPLICATION FEE: A non-refundable application fee of Rs. 1,000/- (Rupees one thousand only). Mode of payment: Through Payment Gateway (as provided in the SAMARTH Portal).	

Applications through SAMARTH portal only (link: <https://tezunt.samarth.edu.in> ; please type the link in your browser and press ENTER key) are invited from eligible candidates for the following post **from eligible Indian Nationals and Overseas Citizen of India (OCI) cardholder under Section 7A** for the vacant position as per details given in Part-A (Details of posts) and Part-B (Details of minimum qualifications and other requirements) of this advertisement.

PART-A: Details of the post(s), number of post(s), pay bands, age limit and reservations

Sl. No.	Post(s), No. of Post(s), Department / Office	Classification of Posts	Pay Level (7 th CPC)	Age Limit (in years)	Reservation
1.	Registrar (01) (Administration)	Group-A (Statutory and Tenure Post)	Level 14 with Rationalised Entry Pay of Rs. 1,44,200/- as per 7th CPC Pay Matrix (Pre-revised PB-4: Rs. 37,400-67,000/- plus GP of Rs. 10,000/-)	Preferably below 57 years	UR

PART-B: Details of the minimum educational qualification(s), experience, etc.

Sl. No	Post(s), Department / Office, No. of Post(s), Reservation	Minimum educational qualification, desirable qualification / experience, etc.
1.	Registrar (01) (Administration)	1) A Master's degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed. 2) At least fifteen (15) years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. Or Comparable experience in research establishment and / or other institutions of higher education Or Fifteen (15) years of administrative experience, of which eight (08) years shall be as Deputy Registrar or an equivalent post. NOTE: i) The candidate will be appointed on Direct Recruitment / Deputation basis for a tenure of 5 years or till attaining the age of superannuation, i.e. 62 years, whichever is earlier. ii) For Deputation, candidates holding analogous post or with eight years' experience at Pay level-12 and having qualification and experience as indicated above, shall be eligible.



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IMPORTANT NOTES

NOTE (1)	The above pay bands carry other allowances admissible as per Government of India rules.
NOTE (2)	With regard to age limit, the crucial / reckoning date shall be the last date of receipt of applications as mentioned in the advertisement.
NOTE (3)	Recruitment for all the posts as advertised here shall be subject to the provisions under the Ordinance No. 33 (Tezpur University Cadre Recruitment Rules for Non-teaching and Other Academic Posts 2022) and approval of the Ministry of Education / UGC.

Mere fulfilment of minimum eligibility criteria shall **not entitle** a person for consideration. The decision of the Screening Committee(s) for short-listing of candidates shall be final and binding. The University reserves the right to fill up or not to fill up the vacancy. Those in employment must submit 'No Objection Certificate' from the concerned employer. However, if an applicant is unable to upload the NoC in the portal at the time submitting the application he/she should produce the NoC at the time of Interview/Document verification.

**Sd/- Registrar i/c
Tezpur University**