

OFFICE OF THE COMPTROLLER ::::::::::::::: ASSAM AGRICULTURAL UNIVERSITY
JORHAT – 785 013.

No.AAUC/E-1/432/Part-1/2015/

Dtd. _____ /2015.

Advertisement No. Compt./2.

Applications are invited in the prescribed format from the intending candidates for filling up the following vacant posts under Assam Agricultural University.

| Sl No. | Name of the vacant post | No. of vacant posts | Scale of pay |
|--------|-------------------------|---------------------|---|
| 1. | Junior Accountant | 15 (fifteen) | PB – 2 Rs.5,200/- to 20,200/- Grade Pay Rs.3,300/- |

The detailed terms and conditions, qualifications etc. may be had from the University website www.aau.ac.in. The application form can be downloaded from the University website. Out of the above mentioned posts backlog vacancies will be filled up from ST(P) – 3 (three)Nos. and ST(H) – 1(one) No. and rest of the reservation of posts will be as per Govt. of Assam Rules. The last date of receipt of completed application forms in the office of the Comptroller, AAU, Jorhat-13 is 31.08.2015.

Sd/- D.R. Kaman
Comptroller,
Assam Agril. University,
Jorhat-785 013.
Dtd. 05/08/2015.

Memo No.AAUC/E-1/432/ Part-1/2015/ 5456-92

Copy forwarded for information and necessary action to:-

1. The P.S. to Vice-Chancellor, AAU, Jorhat-13.
2. The Registrar, AAU, Jorhat-13.
3. The Director of Research (Agri./Vety.)/DEE/DSW/DPGS/DPP, AAU, Jorhat/Khanapara.
4. The Dean, F.A./Vety. Science, AAU, Jorhat/Khanapara.
5. The Chief Librarian, AAU, Jorhat.
6. The Assoc. Dean, BNCA/Lakhimpur College of Vety. Science/College of Fisheries Science, Roha.
7. The Assoc. Director of Research/Extension, AAU, Jorhat/Khanapara.
8. All the Chief Scientists/Programme Co-ordinators, AAU, Jorhat/Khanapara.
9. All the Heads of the Departments, FA/FVSc./F.H.Sc., AAU, Jorhat/Khanapara.
10. The Jt.Registrar(Acad.), AAU, Jorhat/Khanapara.
11. The System Administrator, ARIS Cell, AAU, Jorhat.
12. Dr. A.Saikia, Prof. & Web.Master, Deptt.of Horticulture, AAU, Jorhat.
He is requested to upload the enclosed advertisement with details in the AAU Website.
13. The In-charge, Employment Exchange, AAU, Jorhat.
14. The Advertising Manager, M/s Adwell Advertising Services, Jail Road, Jorhat.
He is requested to make arrangement to publish the Advertisement No.Compt/2

in one issue of the news papers viz. (i) Dainik Janambhumi, ii) The Assam Tribune and to submit the bill in triplicate along with the paper cuttings of the advertisement to the undersigned for payment.

Sd/- D.R. Kaman
Comptroller,
Assam Agril. University,
Jorhat-785 013.

Contd...2/

Terms and Conditions.

1. Candidate must be an Indian Citizen as defined in Article 5 to 8 of the constitution of India.
2. Candidates already in Govt. Service should apply through proper channel.
3. Fee of Rs.300.00(Rupees three hundred) for the candidate of general category and Rs.150.00(Rupees one hundred fifty) in case of SC/ST candidate is to be paid in the AAU General Fund(Savings) A/c No.10253825316 in favour of the Comptroller,AAU,Jorhat-13 at any branch of the State Bank of India. The Pay-in-slip in original must be submitted with the application form.
4. Age as on 01.01.2015 and Qualification/Experience.

| Sl No. | Name of the post | Age | Qualification/ Experience |
|--------|-------------------|--|---|
| 1. | Junior Accountant | Not less than 18 years and not more than 38 years. The upper age limit is relaxable in case of candidates belonging to the special categories in accordance with the State Govt. Rules | i)Degree in Arts/Science & Commerce of a recognized University. ii) Knowledge of Computer and work experience in Finance & Accounts are desirable. |

5. Written & viva-voce test :

For the post Junior Accountant : The post of Junior Accountant shall be filled up through a competitive written examination to be held at Jorhat & Guwahati as per prescribed rules and syllabus as given below:

| Subject | Time | Maximum marks |
|---------|------|---------------|
|---------|------|---------------|

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| (i) General Knowledge and Arithmetic (HSLC Standard) | 3 hrs. | 100 |
| (ii) Viva-Voce test | - | 50 |

6. Application must be accompanied by the following :
 - a) Self attested copies of all certificates/mark sheets in support educational qualification, age, caste etc.
 - b) Two copies of recent pass port size photographs duly attested by self.
 - c) Self attested copy of Employment Registration Card.
 - d) Self addressed envelope (size 22 cm x 10 cm.) affixing postal stamp of Rs.5.00 (Rupees five) only.
 - e) Physically handicapped certificate if any?
 - f) Bank (SBI) deposit Pay in slip in original.
 - g) Certificates of good character and conduct from two responsible persons known to you (but not related to you) and indicate the name and address of the referees in the application form Col.No.17.

7. The application without proper supporting documents, unsigned will summarily be rejected.
8. In case of employees or retrenched employees of the AAU, the maximum age limit shall be relaxed up to 5 (five) years.
9. No TA/DA will be admissible for attending in the written test/interview.
10. Canvassing directly or indirectly will be treated as disqualification of candidate.
11. Selected candidates for the post of Junior Accountant will have to submit an undertaking to the appointing authority that they will abide by the New Pension Rules issued by the Govt. of Assam, Finance(Budget) Deptts. O.M. No.BW.7/2008/Pt/40 dtd.06.10.2009.
11. The last date of receipt of completed application forms by the office of the **Comptroller, Assam Agricultural University, Jorhat-785 013** is 31.08.2015 (during office hours). No application will be entertained after the last date fixed.

Sd/- D.R. Kaman
Comptroller,
Assam Agril. University,
Jorhat-785 013.

Application Form

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|----|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1. | Post Applied For | | | | | | | | | | | | | | | |
| 2. | Name in block letters | | | | | | | | | | | | | | | |

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|----|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 3. | Father's / Husband's Name | | | | | | | | | | | | | | | |
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| 4. | Address - Permanent | | | | | | | | | | | | | | | |
| | | District | | | | | | | | | | | Pin | | | |
| 5. | - Present | | | | | | | | | | | | | | | |
| | | District | | | | | | | | | | | Pin | | | |

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| 6. | Place of Birth including Police Station & District | | | | | | | | | | | Community | | | | | |
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| 7. | Marital Status | | | Sex | M | F | Date of Birth | | | | | | | | | | |
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|----|-------|---|----|----|-----|--------|----------|--|--|--|--|--|--|--|--|--|--|
| 8. | Caste | G | SC | ST | OBC | OTHERS | Religion | | | | | | | | | | |
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|----|------------------------|---|---|------------------|--|--|--|--|--|--|--|--|--|--|--|
| 9. | Physically Handicapped | Y | N | Details – if 'Y' | | | | | | | | | | | |
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| 10. | Are you a citizen of India, if so 'how'? | | | | | | | | | | |
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| 11. | Are you a permanent resident of Assam.(Enclosed certificate) | | | | | | | | | | |
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| 7. | Present occupation if any(A separate sheet may be enclosed) | | | | | | | | | | | | | | |
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| 13. | Employment Registration No. | | | | | | Date | | | | | | Place | | | | | |
|-----|-----------------------------|--|--|--|--|--|------|--|--|--|--|--|-------|--|--|--|--|--|

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|-----|---------------------------------------|-----|--|--|--|--|--|------|--|--|--|--|--|--------|--|--|--|--|--|
| 14. | Bank deposit pay in slip(SBI Br.only) | Rs. | | | | | | Date | | | | | | Branch | | | | | |
|-----|---------------------------------------|-----|--|--|--|--|--|------|--|--|--|--|--|--------|--|--|--|--|--|

| 15. | Qualifications(HSLC onwards) | Subjects | Board/University/Institution | Year of passing | Percentage |
|-----|------------------------------|----------|------------------------------|-----------------|------------|
| a) | | | | | |
| b) | | | | | |
| c) | | | | | |
| d) | | | | | |

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| 16. | Other qualification - if any ? (Separate sheet may be enclosed) | | | | | | | | | | |
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| 17. | Name and address of the two referees (Certificates enclosed) | | | | | | | | | | |
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| 18. | Any other particulars | | | | | | | | | | |
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| 19. | Choice of examination centre (Jorhat / Guwahati). | | | | | | | | | | |
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I _____ do hereby declare and state that all the information/details furnish above are correct and true to the best of my knowledge and belief.

Signature

| | |
|------|--|
| Date | |
|------|--|