



Office of the Registrar
Assam Agricultural University

JORHAT - 785 013

(RECIPIENT OF SARDAR PATEL OUTSTANDING INSTITUTE AWARD)

No.: AAU/2.4(14)-A-RG/2024-25 _____ / Dated _____ / _____ /2024

Advertisement No. 1/2024

Applications are invited from Indian Citizens for the positions of **Associate Director of Extension Education (Training), Deputy Comptroller, Assistant Comptroller and Assistant Registrar/Administrative Officer under Assam Agricultural University, Jorhat**. The number of posts, eligibility criteria and other terms of reference are available in the Recruitment Section of AAU-Website, www.aau.ac.in. The online application forms will be available in the site w.e.f. **03.10.2024** from **4 PM** onwards and the eligible candidates may apply on or before **5 PM** of **31.10.2024** through the given web link <https://online.aau.ac.in/officer-recruitment-1-2024>


Sd/- Registrar,
Assam Agricultural University,
Jorhat-785013.

Memo No.: AAU/2.4(14)-A-RG/2024-25/11,600-609

Dated 01 / 10 /2024

Copy forwarded for information and necessary action to :

1. The Secretary to the Vice-Chancellor, AAU, Jorhat.
2. The Director of Research (Agri./Vety.)/Extension Education/Physical Plant(I/c)/ P.G. Studies/Students Welfare AAU, Jorhat/ Khanapara, Guwahati.
3. The Dean, Faculty of Agriculture/ Community Science/ Fisheries Science AAU, Jorhat/ Khanapara, Guwahati/ Roha, Nagaon
4. The Dean(I/c), Faculty of Veterinary Science, AAU, Khanapara
5. The Comptroller, AAU, Jorhat.
6. The Jt. Registrar(Acad.), AAU, Jorhat/Khanapara
7. The Advertising Manager, The Assam Tribune, Guwahati. He is requested kindly arrange to publish the Advertisement in one issue of the news paper and submit the bills in triplicate along with the paper cutting of the Advertisement to the undersigned, AAU, Jorhat for payment in due course.
8. The Advertising Manager, The Dainik Janambhumi, Jorhat. He is requested kindly arrange to publish the Advertisement in one issue of The Dainik Janambhumi, Jorhat and submit the bills in triplicate along with the paper cutting of the Advertisement to the undersigned, AAU, Jorhat for payment in due course.
9. Dr. Ananta Saikia, Professor & I/c AKMIT Cell, AAU, Jorhat with a request to arrange for providing a link for online application.
10. Mr. Prantik Gautam, IT Officer, AKMIT Cell, AAU, Jorhat. He is requested to incorporate the (enclosed) Advertisement in the AAU website.


Registrar,
Assam Agricultural University,
Jorhat - 785013

Terms of Reference

Advt. No. 1/2024

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| 1. | Associate Director of Extension Education (Training) | |
| Initial Pay | : | PB=Rs. 1,44,200-2,18,200/- (Level 14 in Pay Matrix, 7th Pay) (Tenure post of 5 years) |
| Age | : | The upper age limit is 63 years as on last date of submission of application |
| Qualification | | <p>i. Passed Bachelor's Degree in Agriculture/ Veterinary/ Community Science/ Fisheries/Agricultural Engineering/Sericulture</p> <p>ii. Secured minimum 55% marks or Minimum Cumulative Grade Point Average (MCGPA) of 3.00 in 4 point scale or 7.00 in 10 point scale at the Master's degree level in relevant discipline from an Indian university or a foreign university.</p> <p><u>Note:</u></p> <p>For universities adopting scales other than 4 point or 10 point, the minimum CGPA (MCGPA) requirement shall be worked out by the formula-</p> <p>MCGPA = $3 + 0.667 (\text{Scale Point} - 4)$. {Where, MCGPA = Minimum Cumulative Grade Point Average, Scale Point = Highest Value of the scale}</p> <p>(Thus, for 4, 5, 6,7,8,9 and 10 Point scales the MCGPAs are 3.00, 3.67, 4.33, 5.00, 5.67,6.34 and 7.00, respectively when approximated at two places after decimal)</p> <p>iii. Ph.D. Degree in any field of the concerned discipline.</p> <p>iv. A minimum of 10 (Ten) years of service experience (excluding the period spent in obtaining Ph.D. Degree) in teaching/ research/ extension, out of which a minimum 5 (five) years as Assoc. Professor or Equivalent in a university or research/ extension institution.</p> <p>v. The candidate must have published at least 10(ten) publications (research paper, book, chapter of book, review paper, monograph)</p> <p>vi. A minimum score (45 out of 65 for General and 42 out of 65 for SC/ST) as stipulated in the 'Academic Performance Indicator' (API) based 'Performance Based Appraisal System' (PBAS), prescribed for Direct Recruitment in AAU (Score Card Code no. DP-1) , to be called for interview.</p> <p><u>Desirable:</u></p> <p>i. Significant impact made in horizontal spread of technology and facilitating farmers' economy up-scaling through innovative technology</p> <p>ii. Evidence of convergence module development for resource pulling and technology adoption.</p> <p>iii. Evidence of product, process, policy development in the field</p> <p>iv. Professional excellence as evidenced by invitation from other university / scientific body/ state /regional / national planners.</p> <p>v. Significant impact made either through student's performance or through technology output.</p> |

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| | | vi. Involvement in institution building activities. vii. Administrative contribution in terms of new methodologies introduced |
| 2. | Name of the post : No. of posts : Initial Pay (CPC) : Age : Reservation of Post: | Deputy Comptroller 1 (One) PB=Rs. 30,000- 1,10,000/- + GP= Rs. 14,500/- The maximum age shall be 45 years as on 01.01.2024 which may be relaxed in case of employees of AAU. UR |
| | Essential qualifications: | a) Bachelor's degree in Arts/ Science/ Commerce of a recognized University. b) At least 15 years experience in the line of accounts & audit in Govt. offices or Educational Institute of standing including at least 3 years experience in supervisory capacity in the rank of Assistant Comptroller/Finance & Accounts Officer in a Govt./Semi Govt. or recognized public sector undertakings or organization of comparable standard. |
| | Desirable: | a) Master's degree in Arts/Science/Commerce or Post- Graduate Qualifications in Business Administration/ Law etc. b) Familiarity with preparation of Budget etc. and modern techniques in accounts keeping. c) Evidence of having passed accounts examination conducted by the State or the Central Govt. |
| 3. | Name of the post : No. of posts : Initial Pay (CPC) : Age : Reservation of Posts: | Assistant Comptroller 3 (Three) PB=Rs. 30,000- 1,10,000/- + GP: 13,900/- Maximum Age shall be 40 years as on 01.01.2024 which may be relaxed in case of employees of AAU. UR-2 (RFW-1), OBC-1 |
| | Essential qualifications: | a. Bachelor's Degree in Arts/Science & Commerce of a recognized University. b. Candidates must have passed one of the following examinations. <ol style="list-style-type: none"> Subordinate Accounts service of Assam/ Assam Accounts service conducted by the Director, Accounts & Treasuries at Central Training Institute, Guwahati Assam Subordinate Local Audit Service Examination of equivalent grade to be recognized by the University <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> He/ She must have served for at least 10 years in the line of Audit/ Accounts out of which 5 years must be in a responsible post in the rank of Sr. Accountant/ Dy. Audit Officer/ Dy. Accounts Officer or Equivalent rank or still higher post in Govt/Semi Govt. or recognized Public Sector Undertakings |



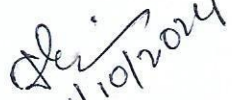
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| 4 | Name of the post : | Assistant Registrar/ Administrative Officer |
| | No. of posts : | 2 (Two) |
| | Initial Pay(CPC) : | PB: Rs.30,000- 1,10,000/- + GP: Rs.13,900/- |
| | Age : | Maximum Age 40 years as on 01.01.2024 which may be relaxed in case of employees of AAU. |
| | Reservation of Posts: | UR-2 (RFW-1) |
| | Essential qualifications: | <p>a) Bachelor's degree in Arts/ Science/ Commerce of a recognized University.</p> <p>b) Ten years experience in the line of general administration out of which at least 5 (five) years should be in a responsible position not below the rank of Senior Administrative Assistant or Equivalent or still higher post in Govt/Semi Govt. offices or recognized Public Institutions/Undertakings.</p> <p>c) Experience in dealing with Establishment, General Administration, Personnel and Financial matters.</p> |
| | Desirable Qualifications: | <p>a) Master's degree in any field of study</p> <p>b) Experience in office organization and staff welfare measures, financial and general administration.</p> |

* RFW=Reserved For Women

General Instructions:

Submission of application forms:

- i) Application form in prescribed format is to be submitted online at <https://online.aau.ac.in/officer-recruitment-1-2024> on or before **5 PM of 31.10.2024**.
- ii) A non-refundable application fee is to be deposited on online mode only. The prescribed fee is Rs. 1000/- in case of General & OBC candidates and Rs. 500/- in case of SC/ST candidates.
- iii) In-service candidates shall have to submit NOC from their parent Department/ Organization.
- iv) Candidates who are permanent resident of Assam can only apply for all category of post except for the post at Sl. No. 1.
- v) Eligible candidates for the post of Assistant Comptroller & Administrative Officer/ Assistant Registrar shall have to appear for a written test & interview. The syllabus & date of written test / interview will be notified in AAU website in due course of time.
- vi) Age relaxation for reserved category will be as per norms of Govt. of Assam.
- vii) Canvassing directly or indirectly in any form will be treated as disqualification.


 Registrar
 Assam Agril. University
 Jorhat-785013