OFFICE OF THE REGISTRAR:: ASSAM AGRICULTURAL UNIVERSITY
JORHAT-785013

No. AAU/RG/1.5.111 (Part-I)/2024-25/_____ **Dated : ___/___2025.**

Advertisement No. 4/2025

Online applications are invited from the Indian citizens for filling up of the posts of Junior Administrative Assistant, Junior Accountant, Pharmacist, Section Assistant and Junior Electrician under Assam Agricultural University. The number of posts and eligibility criteria, along with other terms of reference are available in the 'Job Openings' section under 'Information Corner' of AAU Website, www.aau.ac.in. The online application forms will be available on the site **w.e.f. 4:00 PM of 12.04.2025** and the eligible candidates may apply on or before **4:00 PM of 13.05.2025** in the given web link- **https://online.aau.ac.in/non-teaching-recruitment-4-2025/**

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

Memo No. AAU/RG/1.5.111(Part-I)/2024-25/ 24,637-660 **Dated :** 31/3/ **2025.**

Copy forwarded for information and necessary action to :

1. The Secretary to the Vice-Chancellor, AAU, Jorhat.
2. The Comptroller, AAU, Jorhat.
3. The Director of Research (Agri./Vety.)/ P.G. Studies/ Extension Education/ Students Welfare/Physical Plant, AAU, Jorhat/ Khanapara.
4. The Dean, Faculty of Agriculture/ Community Science/ Fisheries Science, AAU, Jorhat/Raha
5. The Dean i/c, Faculty of Veterinary Science, AAU, Khanapara
6. The Chief Librarian i/c, Rev. B. M. Pugh Library, Jorhat.
7. The Assoc. Dean, BNCA/LCVSc/SCSCA/ CH&FSR, AAU, Biswanath Chariali/N. Lakhimpur/ Dhubri/Nalbari.
8. The OSD, College of Sericulture, AAU, Titabar/Jorhat
9. The Jt. Registrar (Acad.), AAU, Jorhat/Khanapara
10. The Deputy Registrar (P), AAU, Jorhat
11. The Senior Medical Officer/ Senior Estate Officer, AAU, Jorhat.
12. Dr. A. Saikia, Professor & I/C AKMIT Cell, AAU, Jorhat. He is requested to incorporate the (enclosed) Advertisement in the AAU website, once the link is created.
13. The Advertising Manager, The Dainik Janambhumi, Jorhat. He is requested kindly to arrange for publishing 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.
14. The Advertising Manager, The Assam Tribune, Guwahati, Assam. He is requested kindly to arrange for publishing the Advertisement in one issue of The Assam Tribune and submit the bills in triplicate along with the paper cutting of the Advertisement to the undersigned, AAU, Jorhat for payment in due course.

31/3/2025
Registrar,
Assam Agricultural University,
Jorhat – 785013

Reference
Advt. No. 4/2025

Sl. No. (1)

Name of the Post	Junior Administrative Assistant													
No. of Posts	10 (Ten)													
Reservation	UR		OBC/MOBC		SC		ST(P)		ST(H)		PWD		Grand Total Posts	
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
	5	2	3	1	1	0	1	0	0	0	0	0	10	3
Initial Pay	Rs. 14,000 -60,500 + GP: 8,700/-													
Essential Qualification	The minimum educational qualification of the candidate shall be a Bachelor Degree in Science/Arts/ Commerce of a Govt. recognized University.													
Desirable	Diploma/Certificate in Computer Application.													

Sl. No. (2)

Name of the Post	Junior Accountant													
No. of Posts	10 (Ten)													
Reservation	UR		OBC/MOBC		SC		ST(P)		ST(H)		PWD		Grand Total Posts	
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
	5	2	3	1	1	0	1	0	0	0	0	0	10	3
Initial Pay	Rs. 14,000 -60,500 + GP: 8,700/-													
Essential Qualification	The minimum educational qualification of the candidate shall be a Bachelor Degree in Science/Arts/ Commerce of a Govt. recognized University.													
Desirable	1. Diploma/Certificate in Computer Application. 2. Experience in Accounts.													

Sl. No. (3)

Name of the Post	Pharmacist													
No. of Posts	1 (One)													
Reservation	UR		OBC/MOBC		SC		ST(P)		ST(H)		PWD		Grand Total Posts	
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Initial Pay	Rs. 14,000 -60,500 + GP: 8,700/-													
Essential Qualification	a) The minimum educational qualification of the candidate shall be HSLC or its equivalent examination pass. b) Diploma in Pharmacy from a State/Central Govt. recognized institute. c) Preference shall be given to persons having experience of serving in Govt. recognized hospitals.													

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Sl. No. (4)

Name of the Post	Section Assistant													
No. of Posts	3 (three)													
Reservation	UR		OBC/MOBC		SC		ST(P)		ST(H)		PWD		Grand Total Posts	
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
	2	1	1	0	0	0	0	0	0	0	0	0	3	1
Initial Pay	Rs. 14,000 -60,500 + GP: 6,400/-													
Essential Qualification	a) H.S.S.L.C or equivalent (10+2 Examination) passed from any recognized Board/Council.													
Desirable	Diploma/Certificate in Computer Application.													

Sl. No. (5)

Name of the Post	Junior Electrician													
No. of Posts	4 (four)													
Reservation	UR		OBC/MOBC		SC		ST(P)		ST(H)		PWD		Grand Total Posts	
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
	3	1	0	0	0	0	1	0	0	0	0	0	4	1
Initial Pay	Rs. 14,000 -60,500 + GP: 6,400/-													
Essential Qualification	Trade Certificate from any Govt. ITI in trade of Electrician with 2-3 years work experience in relevant field.													

N.B.:- UR- Unreserved; OBC/MOBC- Other Backward Classes/Minorities and Other Backward Classes; SC- Scheduled Castes; ST(P)- Scheduled Tribes (Plains); ST(H)- Scheduled Tribes (Hills); PWD- Persons with Disabilities; RFW- Reserved for Women;

General Instructions:

1. The minimum age of the candidates as shall be 18 years and maximum age limit shall be 40 years as on 01-01-2025.
2. Age relaxation for reserved categories will be as per the norms of Govt. of Assam.
3. The upper age limit is relaxable as per existing norms of AAU and Govt. of Assam for permanent in-service candidates.
4. Candidates who are working in Govt. services shall have to submit an NOC from their respective Department/Organization.
5. The candidates who are permanent residents of Assam should only apply for all categories of posts.
6. The percentage of disability for PWD candidates shall be as per Govt. of Assam norms.
7. The candidates have to deposit a Non-refundable Application Fees as follows:
   a. Rs. 1000/- for Unreserved, OBC/MOBC candidates.
   b. Rs. 500/- for SC, ST(P), ST(H) and PWD candidates.

Application form in prescribed format is to be submitted online at **https://online.aau.ac.in/non-teaching-recruitment-4-2025/** on or before **4 :00 PM of 13.05.2025.**

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c. The fees shall have to be deposited by way of online payment through Payment Gateways provided in the portal. If the fee could not be paid within the last due date because of any technical issue, candidate can pay the application fee on or before **4:00 PM of 14.05.2025.**

8. Incomplete applications shall be summarily rejected.
9. The selection and appointment shall be made as per AAU Rule.

A. <u>Disqualification for appointment:</u>

a. No person shall be eligible for appointment to the service

i. Unless he/she is a permanent resident of Assam.

ii. Unless he/she possesses good conduct and antecedents as certified by the Head of the institution last attended/ previous employer (if any).

iii. If he/she is insane or if has ever been convicted by the Court of Law for criminal offence.

b. Canvassing directly or indirectly shall be treated as disqualification

B. <u>Mode of Selection:</u>

For the posts the eligible candidates shall have to appear in a written examination and followed by requisite practical skill tests/Viva-voce (as applicable), the details of which will be notified in due course of time.

31/3/25

Registrar
Assam Agricultural University
Jorhat-785013