



Assam Skill University

(A State University under ASSAM ACT NO. IX OF 2020 of Govt. of Assam)

Ref.no. ASDM/ASUP/122/2023/410/134

Dated Guwahati the 28th November 2024

Recruitment Notice

Assam Skill University (ASU), Mangaldai, is inviting applications for various non-teaching positions. Established by the Government of Assam under the Assam Skill University Act, 2020 with a vision to be the leading skill education institute in the country, recognized globally for excellence in empowering youth with industry-aligned education, entrepreneurship, and innovation for socioeconomic growth.

ASU is currently operating from its interim campus at ITI Birubari, Guwahati. The university plans to move to its main campus in Mangaldai by 2025, which will occupy 250 bighas of land. All regular positions are temporary, initially for one year, and will offer pay scales as per UGC/AICTE/Government of Assam standards and continuation/ absorption into regular posts is subject to satisfactory performance during the initial appointment period, and also subject to the consideration and approval of the Appropriate Authority of the University. The fixed term/ contractual positions are initially for a period of 3 years, renewable at the end of every year subject to satisfactory performance. The fixed term/ contractual positions will neither be regularized under ASU nor will be absorbed under any job/ programme of ASU in future and no person (s) so engaged shall have any right (s) to claim for permanent absorption in any post (s) in ASU.

Interested candidates, may apply in accordance with the provisions outlined under General Instructions and Terms & Conditions.

N.B: For post no. 1 & 2, persons already in service of any Government/Autonomous University/Institute/Organization may apply with provisions of joining on lien.

** Age as on 01.07.2024 will be taken into account. The government of Assam's norms for relaxations in age and reservations would be followed wherever applicable.

The details of posts are as follows:

Post. No.	Name of the Post	Age Limit	Salary	No of Post	Employment Type
1	Controller of Examination	55 years	Rs.144200-218200 Level 14	1	Regular
2	Finance & Accounts Officer	55 years	Rs.144200-218200 Level 14	1	Regular
3	Assistant Registrar	40 Years	Rs. 56100-177500 Level 10	1	Regular
4	PS to VC	40 Years	PB-4, Rs.30000-110000/- +GP Rs.14500	1	Regular
5	Director – Industry Engagements & Outreach	50 Years	Rs. 1.5 to 2.0 Lakh (Consolidated Pay)	1	Fixed Term
6	Joint Director-Placements	45 Years	Rs. 1.0 to 1.5 Lakh (Consolidated Pay)	1	Fixed Term
7	Joint Director- Community, Outreach & PR	45 Years	Rs. 1.0 to 1.5 Lakh (Consolidated Pay)	1	Fixed Term
8	Assistant Director-Placements	45 Years	Rs. 0.75 to 1.0 Lakh (Consolidated Pay)	1	Fixed Term
9	Assistant Director-Community Outreach & PR	45 Years	Rs. 0.75 to 1.0 Lakh (Consolidated Pay)	1	Fixed Term
10	Assistant Programmer	38 Years	Rs. 40000 to 50000 (Consolidated Pay)	1	Contractual
11	Accounts Assistant	38 Years	Rs. 35000 to 45000 (Consolidated Pay)	1	Contractual
12	Junior Assistant (Regular)	38 Years	PB-2, Rs. 14000-70000/- +GP Rs.6200	2	Regular
	Junior Assistant (Contractual)		Rs. 35000 to 45000 (Consolidated Pay)	3	Contractual

Eligibility Criteria:

Sl. No	Post Name	Educational Qualification and Experience
1	Controller of Examination	<p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b) At least 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 an Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other Institutions of higher education</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>c) Experience in conducting Public Examinations in a University.</p>
2	Finance & Accounts Officer	<p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b) At least 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 an Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other Institutions of higher education</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>c) Experience in handling finance functions in a University.</p> <p>Preferable:</p> <p>i) Professional qualification in CA/ICWA /CS etc.</p> <p>ii) Knowledge of Rules & Regulations of higher educational institutions.</p> <p>iii) Knowledge in Computer Applications and Office Automation.</p>
3.	Assistant Registrar	<p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b) Minimum 5 years of experience in handling administration in responsible position in a Government/ Government Research Establishments/ Universities/ Higher Education Institute/ Statutory Organizations/ Government Organizations of high repute.</p> <p>Preferable:</p> <p>i) Professional qualification in MBA/LLB /CA/ICWA/CS etc.</p> <p>ii) Knowledge of Rules & Regulations of higher educational institutions.</p> <p>iii) Knowledge in Computer Applications and Office Automation.</p> <p>iv) Experience in handling Administrative/ Academic/ Audit/ Establishment matters.</p>
4.	PS to VC	<p>a) Post Graduate from any recognized university with consistently good academic record.</p> <p>b) Minimum 5 years of experience in working in similar positions with top management of any Government/ Government Research Establishments/ Universities/ Higher Education Institute/ Statutory Organizations/ Government Organizations of high repute.</p> <p>Preferable:</p> <p>i) Experience in scheduling of meetings/ appointments/ visits, correspondences, etc.</p> <p>ii) Booking and arranging travel, transport and accommodation, etc.</p> <p>iii) Responding to emails and phone calls and capable of multitasking.</p> <p>iv) Proficiency with multiple Microsoft office systems and software's.</p> <p>v) An excellent communicator, a good listener and dedicated to detail.</p> <p>vi) Able to take up emergency assignments and perform them effectively.</p> <p>vii) Proficiency in English, Assamese & Hindi.</p>

5.	Director – Industry Engagements & Outreach	<p>Master’s degree with consistently good academic record. Minimum 15 years of relevant work experience, including at least 3 years in a leadership or senior management position, preferably in an Industrial Corporate Houses/ Government Organization/ International Organization/ Higher Education Institute/ Skill Development Institutions of repute,</p> <p style="text-align: center;">OR</p> <p>Graduate degree with consistently good academic record. Minimum 20 years of relevant work experience, including at least 3 years in a leadership or senior management position, preferably in an Industrial Corporate Houses/ Government Organization/ International Organization/ Higher Education Institute/ Skill Development Institutions of repute.</p> <p>Preferable:</p> <ul style="list-style-type: none"> i) Minimum 2-3 years of experience in a leadership position wherein the primary role is interacting with senior leaders of various corporate houses in public & private sectors. ii) Experience in building relationships with international and national industry partners, government, and other external bodies. iii) Experience in organizing and managing events, conferences, and activities. iv) Excellent communication (written and verbal) and interpersonal skills with an ability to network and interact at all levels. v) Manage communication with the partners and all involved stakeholders. vi) Ability to manage and review contracts, budgets, project progress of partnerships/agreements. vii) Ability to coordinate and manage corporate social responsibility initiatives and programs. viii) Ability to prioritize, work under pressure and deliver to deadlines.
6.	Joint Director-Placements	<p>Master’s degree with consistently good academic record. Minimum 10 years of relevant work experience in career management with a Higher Education Institute/ Skill Development Institutions / Corporate Houses of repute, etc,</p> <p style="text-align: center;">OR</p> <p>Graduate degree with consistently good academic record. Minimum 15 years of relevant work experience in career management with a Higher Education Institute/ Skill Development Institutions/ Corporate Houses of repute, etc.</p> <p>Preferable:</p> <ul style="list-style-type: none"> i) Prior experience in senior level management with reputed corporate houses and a good network with HR professionals in the industry at top-level. ii) Prior experience in organising campus placements, job fairs, etc. iii) Additional qualification in the areas of Higher Education, Marketing, HR, Communication or related field. iv) Strong leadership skills and a track record of effectively staffing, building managing a diverse and talented team of professionals. v) Effective communication skills and the ability to connect with a variety of audiences and be an effective representative of ASU with Executives and Corporate partners. vi) Ability to work well as part of a team and independently and work collaboratively with others, comfort with working in fast-paced environments. vii) Excellent organizational and interpersonal skills with ability to manage multiple projects and priorities to deliver successful results on time and within budget.
7.	Joint Director-Community, Outreach & PR	<p>Master’s degree with consistently good academic record. Minimum 10 years of relevant work experience in leading/ managing Community, Outreach & PR activity with Corporate Houses/ Higher Education Institute/ Skill Development Institutions of repute,</p> <p style="text-align: center;">OR</p> <p>Graduate degree with consistently good academic record. Minimum 15 years of relevant work experience in leading/managing Community, Outreach & PR activity with Corporate Houses/ Higher Education Institute/ Skill Development Institutions of repute.</p> <p>Preferable:</p>

		<ul style="list-style-type: none"> i) Prior experience in interacting with senior leaders at higher education/ skill development institutions, etc. ii) Experience in building relationships with international and national industry partners, government, and other external bodies. iii) Experience in organizing and managing events, conferences, and activities. iv) Excellent communication (written and verbal) and interpersonal skills with an ability to network and interact at all levels. v) Manage communication with the partners and all involved stakeholders. vi) Ability to manage and review contracts, budgets, project progress of partnerships/agreements. vii) Ability to coordinate and manage corporate social responsibility initiatives and programs. viii) Ability to prioritize, work under pressure and deliver to deadlines. ix) Additional qualifications in the area of journalism/ mass communication or any related field.
8	Assistant Director-Placements	<p>Master’s degree with consistently good academic record. Minimum 7 years of relevant work experience in career management with a Higher Education Institute / Skill Development Institutions/ Corporate Houses of repute, etc,</p> <p style="text-align: center;">OR</p> <p>Graduate degree with consistently good academic record. Minimum 12 years of relevant work experience in career management with a Higher Education Institute/ Skill Development Institutions/ Corporate Houses of repute, etc.</p> <p>Preferable:</p> <ul style="list-style-type: none"> i) Prior experience in senior level management with reputed corporate houses and a good network with HR professionals in the industry at top-level. ii) Prior experience in organising students internships/ trainings, campus placements, job fairs, etc. iii) Additional qualification in the areas of Higher Education, Marketing, HR, Communication or related field. iv) Strong leadership skills and a track record of effectively staffing, building managing a diverse and talented team of professionals. v) Effective communication skills and the ability to connect with a variety of audiences and be an effective representative of ASU with Executives and Corporate partners. vi) Ability to work well as part of a team and independently and work collaboratively with others, comfort with working in fast-paced environments. vii) Excellent organizational and interpersonal skills with ability to manage multiple projects and priorities to deliver successful results on time and within budget.
9	Assistant Director-Community Outreach & PR	<p>Master’s degree with consistently good academic record. Minimum 7 years of relevant work experience in leading/managing Community, Outreach & PR activity with Corporate Houses/ Higher Education Institute/ Skill Development Institutions of repute,</p> <p style="text-align: center;">OR</p> <p>Graduate degree with consistently good academic record. Minimum 12 years of relevant work experience in leading/managing Community, Outreach & PR activity with Corporate Houses/ Higher Education Institute/ Skill Development Institutions of repute.</p> <p>Preferable:</p> <ul style="list-style-type: none"> i) Prior experience in interacting with senior leaders at higher education/ skill development institutions, etc. ii) Experience in building relationships with international and national industry partners, government, and other external bodies. iii) Experience in organizing and managing events, conferences, and activities. iv) Excellent communication (written and verbal) and interpersonal skills with an ability to network and interact at all levels. v) Manage communication with the partners and all involved stakeholders. vi) Ability to manage and review contracts, budgets, project progress of partnerships/agreements.

		<p>vii) Ability to coordinate and manage corporate social responsibility initiatives and programs.</p> <p>viii) Ability to prioritize, work under pressure and deliver to deadlines.</p> <p>ix) Additional qualifications in the area of journalism/ mass communication or any related field.</p>
10	Assistant Programmer	<p>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed in Computer Application/ Computer Science/ Information Technology or equivalent with 3 years' experience of "handling Systems including Server, Networks, Clouds, Clients"/Electronic Data Processing, out of which at least One year experience should be in actual Programming/ system administration,</p> <p style="text-align: center;">OR</p> <p>B.E./B.Tech with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed in Computer Applications/ Computer Science/ Information Technology or equivalent with 5 years' experience of "handling Systems including Server, Networks, Clouds, Clients"/Electronic Data Processing, out of which at least One year experience should be in actual Programming/ system administration</p> <p style="text-align: center;">OR</p> <p>B.Sc./ BCA with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed from a recognized University with 7 years' experience of "handling Systems including Server, Networks, Clouds, Clients"/Electronic Data Processing, out of which at least One year experience should be in actual Programming/ system administration</p>
11	Account Assistant	<p>a) Bachelor's degree in commerce or equivalent from a recognized University with Accountancy or Finance as a Major Subject.</p> <p>b) One Year diploma in computer application or equivalent.</p> <p>c) Minimum 5 Years of working experience in any Higher Educational Institution/ or reputed organisations in Accounts & related field.</p>
12	Junior Assistant (Regular & Contractual)	<p>a) Bachelor's degree or equivalent from a recognized University.</p> <p>b) One Year diploma in computer application or equivalent.</p> <p>c) Minimum 5 Years of experience in a Government/ Government Research Establishments/ Universities/ Higher Education Institute/ Statutory Organizations/ Government Organizations of high repute.</p> <p>Desirable:</p> <p>i) Prior experience in Noting, Drafting, Filing, preparation of minutes of meeting, etc.</p> <p>ii) Proficiency in English, Assamese & Hindi and capable of multitasking.</p> <p>iii) Ability to prioritize, work under pressure and deliver to deadlines.</p>

General Instructions and Terms & Conditions (For all the Posts)

A. How to Apply

1. Prescribed application form may be downloaded from the Assam Skill University website (<https://asu.ac.in>)

Application Fee:

a. Category Wise application fee:

Candidates applying for Post: Serial No. 01 to 09

Sl. No	Category	Fees to be paid
1	Unreserved	Rs.1500/-
2	OBC/MOBC	
3	SC	
4	ST(P)	

5	ST(H)	Rs.750/-
6	Ex-Service Men & Women/ EWS	
7	PWD	NIL

Candidates applying for Post: Serial No. from 10 to 13

Sl. No	Category	Fees to be paid
1	Unreserved	Rs.500/-
2	OBC/MOBC	
3	SC	Rs.250/-
4	ST(P)	
5	ST(H)	
6	Ex-Service Men & Women/ EWS	
7	PWD	NIL

B) Mode of payment: Through online bank transfer, for which details are as below:

- b. **Account Name: ASSAM SKILL UNIVERSITY**
- c. **Savings Bank Account No. 50100712846790**
- d. **IFS Code: HDFC0004678**
- e. **Bank Name: HDFC**
- f. **Panbazar Branch, GUWAHATI, Assam.**
- g. **Applicants must submit a copy of the e-generated receipt of the payment along with the hard copy of the application, without which the application will not be considered.**

2. Completed application in prescribed form along with necessary enclosure must reach the **Office of the Registrar, Assam Skill University, 3rd Floor, DECT Building, Employment Office Complex, Rehabari, Guwahati-781008 (Assam) latest by 18.12.2024.** Further applicant has to **submit a soft copy of the application** format along with all relevant documents in a single PDF file to **'careers@asu.ac.in'** mentioning the subject line as **"Application for the post of (Name of the post applied)" latest by 16.12.2024.** Applicants will not be considered for the positions unless a hard copy of the application is submitted with requisite fees.
3. The envelope containing the hard copy application should be superscribed **"Application for the post of (Name of the post applied)."**
4. The proposed pay scale and post names are indicative and may change as per the norms and directives of Govt. of Assam, wherever applicable.
5. Higher remuneration may be considered for exceptionally deserving candidates.
6. Applicants must fill in all the parts of the application form. Incomplete applications and application not in the prescribed form and applications without photocopies of certificates/mark sheets, proof of date of birth, caste certificate, etc. will be rejected. A list of enclosures must be furnished as provided in the prescribed application form along with page no.
7. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to be called for written test/ teaching skill test/ interview.
8. Only the shortlisted candidate will be called for recruitment test/ interview. Mere fulfilment of the eligibility will not entitle candidates to be shortlisted.
9. All qualifications must be obtained from recognized Board/Universities/Institutes. The Candidates who have obtained qualifications from any Board/University/Institution declared fake or not recognized by respective regulatory bodies shall not be eligible for consideration for any of the posts advertised.
10. Application not supported with required application fee and self-attested copies of certificates/ testimonials will be rejected. Incomplete applications or applications received without the prescribed fee or received after the last date of receipt of applications will be rejected and no correspondence will be entertained in this regard. The decision of the University shall be final and no appeal in this regard shall be entertained.
11. If a Grade Point System is adopted the CGPA will be converted into equivalent marks/ percentage. The candidate must provide the relevant **document of conversion of CGPA into equivalent marks/ percentage** along with the application form.
12. Those who are willing to apply for more than one post must submit separate application with separate application fees.
13. Those in employment should submit their **applications through proper channel or submit the NOC from the concerned authority** along with the application, failing which the candidate/s will not be called for the test/

interview, even if eligible.

14. The vacancy shown in advertisement are indicative. The University reserves the right to change the number and nature of posts/ vacancies in case of any discrepancy without assigning any reason thereof. The University reserves the right to revise/ reschedule/ cancel/ suspend /withdraw the recruitment process without assigning any reason thereof.
15. The decision of the Competent Authority in all matters relating to eligibility, acceptance or rejections of applications, mode of selections and conduct of interview will be final and binding on the candidates and no enquiry, or correspondences will be entertained in this connection from any individual or his /her agency.
16. **No TA/DA is payable** for attending any test/ interview.
17. Candidate must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as the University may deem fit.
18. **Canvassing in any form will be treated as a disqualification for the post.**
19. The period of experience wherever prescribed shall be counted only after obtaining the prescribed essential qualification. The experience certificate in support of the previous work wherever prescribed should clearly reveal about the period of work, designation with pay scale/ pay band with grade pay/ pay level. The certificate must be supported with salary slip & Form 16/ Bank Statement, or any other valid proof of salary paid as claimed in the certificate.
20. If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be canceled and if selected, the appointment will be cancelled, withdrawn; or service terminated forthwith without any compensation and with no liability for the University, whatsoever. Suppressing any information (in whole or part) or submitting false or misleading information (in whole or part), he / she will be disqualified and his /her candidature will be cancelled without any notice.
21. The University will retain the applications received for a period of six months after completion of the recruitment process i.e., the declaration of results of the interview. Thereafter, no applications under RTI Act 2005 on the subject shall be entertained.
22. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/ interview/ list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.
23. The University will not be responsible for either any non-receipt of application sent by a candidate or any delay in receiving the application sent by a candidate, on any account.
24. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
25. Applications received after the last date shall be rejected. The University will not be responsible for any postal delay.
26. Any dispute, suit or legal proceeding in this regard shall be settled under the jurisdiction of the Honorable Guwahati High Court at Guwahati.

Sd/-

Registrar
Assam Skill University