

TERMS OF REFERENCE

Applications are invited from eligible and qualified candidates for engagement against the following positions on a purely contractual basis:

Sl. No.	Position	Essential Qualification	Monthly Consolidated Remuneration
1	Data Administrator	Bachelor's/Master's Degree in Computer Science/IT/MCA with minimum 2 years' experience in database administration, data management, MIS reporting and ERP/database systems.	Upto ₹55,000/- per month
2	Programmer	Bachelor's/Master's Degree in Computer Science/IT/MCA with minimum 2 years' experience in software/web application development, database management and application maintenance. Preference shall be given to candidates having experience in Government/University IT systems.	Upto ₹55,000/- per month
3	DTP Operator	10+2 with minimum 1 year Diploma/Certificate in DTP/GraphicDesigning/Photoshop/CAD-CAM/Computer Applications and minimum 1 year experience in desktop publishing, document formatting and printing-related work. Proficiency in English and Assamese typing and DTP software is essential.	Upto ₹25,000/- per month
4	Data Entry Operator	10+2 with minimum 1 Year Diploma/Certificate in Computer Applications/Data Entry/Office Automation and minimum 1 year experience in data entry, office automation and digital record management. Proficiency in MS Office and online data handling is essential.	Upto ₹20,000/- per month

TERMS AND CONDITIONS

1. **Nature and Tenure of Engagement:** The engagement shall be purely on a contractual basis for an initial period of six (6) months. The tenure may be extended for a further period of up to six (6) months, subject to the requirements of the Project and satisfactory performance of the incumbent.
2. The positions shall neither be regularized under the Assam Skill University Project (ASUP) or Assam Skill University (ASU), nor shall the persons engaged against these positions be absorbed under any post, job, or programme of ASUP/ASU in future. Further, no person so engaged shall have any right to claim permanent absorption or regular appointment against any post of ASUP/ASU.

3. **Remuneration**: The remuneration indicated above shall be the maximum remuneration payable for the respective position. The actual remuneration offered to the selected candidate shall be determined based on the candidate's experience and last drawn salary/CTC. A maximum hike of 30% over the candidate's last drawn salary may be considered, subject to the maximum remuneration advertised for the respective position
4. **Eligibility**: Candidates must fulfil the prescribed educational qualification and experience requirements as on the last date of submission of applications.
5. All qualifications must have been obtained from recognized Boards, Universities, or Institutions. Candidates possessing qualifications from institutions declared fake, fraudulent, or unrecognized by the concerned regulatory authorities shall not be eligible for the engagement.
6. Preference shall be given to candidates having experience in the SAMARTH eGov Suite, particularly in Government, University, or academic administrative systems.
7. **Mode of Application**: Applicants are required to duly fill in the prescribed application form, scan the completed form along with the required supporting documents, and combine all documents into a single PDF file. The consolidated PDF must be uploaded while submitting the application details online through the following link: forms.gle/LVUbQmbDxn7iiyEC8
8. Only applications submitted through the prescribed online link shall be considered. Applications submitted through any other mode shall not be considered.
9. **Important Dates**:
 - **Application Start Date: 08.10.2026**
 - **Last Date for Submission of Application: 22.10.2026 11:59 PM**
 - **No application shall be accepted after the prescribed closing date and time.**
10. **Selection Process**: Shortlisted candidates shall be required to appear for a computer-based practical test. The computer-based practical test shall be conducted prior to the interview. Only candidates qualifying in the computer-based practical test shall be called for the interview.
11. Candidates shall be required to produce the original certificates/documents along with self-attested copies at the time of the selection process, as and when required by the Project.
12. Place of Interview: CITY CAMPUS, Assam Skill University, ITI, Birubari, Opposite B.Borooah Cancer Hospital
13. **Place of Posting**: The place of posting shall be **Assam Skill University, Bidyanagar, Mangaldai, Darrang, Assam – 784125.**
14. No TA/DA shall be admissible for appearing in the computer-based practical test and/or interview.
15. Candidates are advised to regularly visit the official website of the University for updates relating to this recruitment, including any corrigendum/addendum, date of the test/interview, list of shortlisted candidates, and other relevant information. No

separate information in respect of this advertisement shall be published in newspapers.

16. The Project reserves the right to increase or decrease the number of positions, modify or amend the selection process, or cancel/withdraw the recruitment process, either in whole or in part, without assigning any reason.
17. The decision of the Competent Authority in all matters relating to eligibility, selection, and conduct of the recruitment process shall be final and binding. No correspondence in this regard shall be entertained.
18. **Jurisdiction**: Any dispute arising out of or in connection with this engagement shall be subject to the Hon'ble Gauhati High Court, Guwahati.

Sd/-

CEO

Assam Skill University Project
