

TEZPUR UNIVERSITY

(A Central University) Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 06 / 2022

(Walk-in-Interview)

Applications (through e-mail only) in *prescribed format* are invited from eligible candidates for a post of **Public Relations and Information Officer** against **leave vacancy**. Details of the advertisement, other terms and conditions are available in the University website www.tezu.ernet.in. Last date for submission of filled-in applications through e-mail (to turecruit@tezu.ernet.in) is 07.06.2022 (Till 05.00 PM, IST). **Personal Interview on** 10.06.2022 (10.00 AM onwards).

Registrar

Date: 24 .05.2022

Memo No.F.01-03/XVII(E)/533-A

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Copy to:

1. Pro Vice Chancellor, Tezpur University, for information.

2. Finance Officer, Tezpur University, for information.

3. Secretary to the Vice-Chancellor, Tezpur University, for kind information of the Vice Chancellor.

4. Vigilance Officer, Tezpur University.

5. Joint Registrar (Admin) / Assistant Registrar (Admin) / Assistant Registrar (Establishment) / Assistant Director (OL) / Section Officer (SCT Cell), Tezpur University.

6. Public Relations and Information Officer, Tezpur University, with a request to make necessary arrangement for publication of the above advertisement through Bureau of Public Outreach (erstwhile DAVP) in (i) The Assam Tribune, Guwahati,(ii) Amar Asom, Guwahati (Assamese Vernacular daily).

The above advertisement is to be published in one immediate issue using most reasonable spaces and bills are to be submitted along with two (02) sets of original paper-cuts.

- 7. Webmaster, Tezpur University, with a request to float the advertisement and other details attached herewith in the University Website.
- 8. Tezpur University Notice Boards / Concerned files.

Tezpur University



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ADVERTISEMENT NO. 06 / 2022 (Walk-in-Interview)

Applications (through e-mail only) in *prescribed format* (given below) are invited from eligible candidates for the following post against leave vacancy:

Post & No. of posts	Essential qualification and other requirements	Emoluments
Public Public Relations and Information	Master's Degree in Mass Communication & Journalism or allied disciplines with specialization in Public Relations (PR) having at least 55% of marks <i>or</i> its equivalent grade. Good command over Assamese, Hindi and English languages as evident from publications / literary contributions. Sirable: Five (05) years' experience in PR related works in institutions of repute with proficiency in ICT. Knowledge of information management and experience in dealing with foreign students / delegates is desirable.	Rs. 60,000/- P.M. (Fixed)

Duration of engagement: Up to 13.05.2024 or till the incumbent on lien reverts back, whichever is earlier.

Last date of submission of application (through e-mail): 07.06.2022 (05.00 PM, IST)

Date & Time of Interview: 10.06.2022 (10.00 AM onwards)

The appointment will be purely on contract basis on a fixed emolument of Rs. 60,000/- (Rupees sixty thousand only) P.M.

Interested candidates are to **submit** their **applications as given in Annexure-I along with other supporting documents** by e-mail to turecruit@tezu.ernet.in) with the subject line "APPLICATION for PRIO against Advt. No. 06/2022".

Eligible candidates short-listed (maximum 10 nos.) on the basis of academic qualifications and experience are to appear in the personal interview for which they shall be informed through e-mail and a notice for such applicants may also be uploaded in the University website before the scheduled date of interview.

Tezpur University

Date: 24 .05.2022

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Annexure-I PART-A (Brief Particulars of Applicant) (a) Advertisement No. and Date: (b) Post applied for: (c) Post Sl. No. as per the Advertisement: Name in full (in CAPITAL letters): 2. (Please underline the surname) Father's/Mother's/Spouse's Name: 3. (c) Blood Group (b) Gender: (a) Marital Status: 4. (b) Permanent address (in CAPITAL letters): (a) Correspondence address (in CAPITAL letters): 5. Land line (d) e-mail: (c) Phone No. (with STD) Mobile Date of Birth (as per Christian era): 6. Month Year Day Place of Birth (including District and State) 7. Age on the last date of receipt of application as 8. stated in the advertisement: Month(s) Day(s) Years Are you a citizen of India? Write YES or NO 9. (a) Do you belong to Scheduled Caste / Schedul SC PWD Ex-Serviceman ST OBC Tribe / Other Backward Classes / Persons w Disability / Ex-Serviceman? Write SC/ST/OBC/PWD/Ex-serviceman as the case may be: (b) If none, write NONE in the box: HH (c) If you belong to PWD (Persons with Disability), then state the OH VH nature of disability as OH (Orthopaedically Handicapped), VH (Visually Handicapped) or HH (Hearing handicapped): 11. Religion: *If appointed, what notice / how much time 12. would you require for joining the post? (* May not be considered as binding) I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage. Signature of the applicant Date: Name in full: Place:



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PART-B

Educatio	SI. No.	1. 10	2. 10	3. Di	4. Bž	5. M	.9	7.
1. Educational Qualification:	Examinations Passed	10th Standard / H.S.L.C. / Matriculation	10+2 Standard (PU / PD / Intermediate)	Diploma, if applicable (Specify)	Bachelors' Degree (Specify)	Master's Degree (Specify)		
	Year of the examination							
	Class / Division / Distinction							
	% of Marks obtained							
	Subject(s) (mention field of specialisation / major, if any)							
	Name of the Board / University / Institution							

2. Other qualifications, if any (including NET / SLET / SET / GATE etc.):

SI. No.	Degree / Diploma	Year of the examination	Division / Class	% of marks	% of marks Roll No. in case of NET / SLET / SET / GATE	Name of the Board / University / Institution
1.						
2.						

3. Details of past employment, if any:

	ut					
	Additional remarks about experience, if any					
	Pay scale					
	Date of Length of leaving service					
	Date of leaving					
	Date of joining					
	Position held Nature of duties / work					
	Position held					
Details of past employment, it any:						
Details	SI. No.	.	2.	3.	4	5.



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4. P	Present Occupation (if any):				
(i		:			
(i	ii) Date of joining	:			
(i	iii) Name of the Office/Ins	tituti :			
	/Organisation with full add	dress			
(i	iv) Scale of pay	:			
	v) Present basic pay	:			
	vi) Total emoluments drawn	:			
(1	vii) Nature of duties	:			
- T		(°C)	r .		
5. T	raining programme(s) attended	(II any):			
SI.	Name of the programme	Organized by	Duration	Perio	
No.				From	To
6.	References: Please name two refe	erees who are not related to	you. If you are em	ployed, one refer	ree must be yo
	employer.				7.2
	(i) Name				
	Designation				
	Address				
	e-mail				
	Mobile/Phone No. with	STD code :			
	(ii) Name	:			
	Designation	:			
	Address				
	e-mail	COTTO I			
7()	Mobile/Phone No. with				
7 (a)	Details of enclosures sent with	this application form:	11)		
	i) iii)		ii) iv)		
	v)		vi)		
	vii)		viii)		
	ix)		x)		
	•••		,		
7 (b)	List of publications, if any, may	be attached as Annexure.			
8.	Declaration:				
	I hereby declare that I have ca	arefully read and under	stood the advert	isement, instru	ctions and
	particulars supplied to me an	d that all the statemen	ts made in this	application ar	e true and
	complete to the best of my kno				
	take appropriate action agains	. B B B B B B B B.			
	stage.				
Date:			Fulls	signature of the	e applicant
Place:		Nam	ne in full:		