

Terms and Conditions.

1. The Candidate must be an Indian Citizen as defined in Article 5 to 8 of the constitution of India.
2. Candidates already in Govt. Service should apply through proper channel.
3. **Fee of Rs.300.00(Rupees three hundred) in case of candidate of general category and Rs.150.00(Rupees one hundred fifty) in case of SC/ST candidate is to be paid in the AAU General Fund(Savings) A/c No.10253825316 in favour of the Comptroller,AAU,Jorhat-13 at any branch of the State Bank of India. The Pay-in-slip in original, duly authenticated by the bank authority, must be submitted with the application form.**
4. Age as on 01.01.2017 and Qualification/Experience certificates.

Sl No.	Name of the post	Age	Qualification/ Experience
1.	Junior Accountant	Not less than 18 years and not more than 38 years. The upper age limit is relaxable in accordance with the State Govt. Rules	i)Degree in Arts/Science & Commerce of a recognized University. ii) Knowledge of Computer and work experience in Finance & Accounts are desirable.

5. Written test.

For the post Junior Accountant : The post of Junior Accountant shall be filled up through a competitive written examination to be held at Jorhat & Guwahati as per prescribed rules and syllabus as given below:

Subject	Time	Maximum marks
---------	------	---------------

- (i) General Knowledge and Arithmetic (HSLC Standard) 3 hrs. 100

6. Application must be accompanied the following :

- a) Self attested copies of all certificates/mark sheets in support of educational qualification, age, caste etc.
- b) Two self-attested copies of recent pass port size photographs.
- c) Self-attested copy of Employment Registration Card.
- d) Self-addressed envelope (size 22 cm x 10 cm.) affixing postal stamp of Rs.5.00 (Rupees five) only.
- e) The envelope containing the application form and other testimonials must indicate the name of the Post and Advertisement No.
- f) Physically handicapped certificate, if any.
- g) Bank (SBI) deposit Pay-in-slip in original duly authenticated by the bank authority.
- h) Recent certificates of good character and conduct from two referees known to the candidate (but not related to the candidate) and indicating the name and address of the referees in the application form Col.No.18.
- i) Candidates claiming relaxation of upper age limit shall submit supporting documents.

7. Any application without proper supporting documents, unsigned will summarily be rejected.
8. In case of employees or retrenched employees of the AAU, the maximum age limit shall be relaxed up to 5 (five) years.
9. No TA/DA will be admissible for attending the written test.
10. Canvassing directly or indirectly will be treated as disqualification of candidate.
11. Selected candidates for the post of Junior Accountant will have to submit an undertaking to the appointing authority that they will abide by the New Pension Rules issued by the Govt. of Assam, Finance(Budget) Deptts. O.M. No.BW.7/2008/Pt/40 dtd.06.10.2009.
11. The last date of receipt of completed application forms by the office of the **Comptroller, Assam Agricultural University, Jorhat-785 013** is 03.05.2017 (during office hours). No application will be entertained after the last date fixed.



Comptroller,
Assam Agril. University,
Jorhat-785 013.

Application Form

1.	Post Applied For																									
2.	Name in block letters																									
3.	Father's / Husband's Name																									
4.	Address - Permanent																									
		District												Pin												
5.	Present Address																									
		District												Pin												
6.	Place of Birth including Police Station & District													Community												
7.	Marital Status			Sex		M	F	Date of Birth																		
8.	Age as on 01.1.2017			years				months				days														
9.	Caste(certificate enclosed)	G	SC	ST	OBC	OTHERS	Religion																			
10.	Physically Handicapped	Y	N	Details - if 'Y'																						
11.	Are you a citizen of India, if so 'how'?																									
12.	Are you a permanent resident of Assam.(Enclose certificate)																									
13.	Present occupation, if any (A separate sheet may be enclosed)																									
14.	Employment Registration No.						Date										Place									
15.	Bank deposit pay in slip(SBI Br.only)	Rs.					Date										Branch									
(Original Pay in Slip to be enclosed)																										
16.	Qualifications(HSLC & equivalent onwards)	Subjects					Board/University/Institution					Year of passing					Percentage									
a)																										
b)																										
c)																										
d)																										
e)																										
17.	Other qualification - if any ? (Separate sheet may be enclosed)																									
18.	Name and address of the two referees (Certificates enclosed)																									
19.	Any other particulars																									
19.	Choice of examination centre (Jorhat / Guwahati).																									

I _____ do hereby declare and state that all the information/details furnish above are correct and true to the best of my knowledge and belief.

Date _____

Signature (in full)