



## ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY

A State University of Government of Assam constituted by "Assam Science and Technology University Act, 2009"

Tetelia Road, Jalukbari, Guwahati-781013, Assam

www.astu.ac.in

NO: ASTU/REG/RECRUIT/212/2016(Part-V) / 7166

Dated: 08/06/2026

### ADVERTISEMENT NO: 04/2026

Applications are invited for the post of **Academic Registrar** in Assam Science and Technology University, Guwahati, who are Indian citizens as defined in Article 5-8 of the Constitution of India in the pay scale, terms and conditions given below.

**ACADEMIC REGISTRAR (Post Code: AR/01/2026), No. of Post=1 (one), (UR)**

**Pay Scale:** Pay Matrix level : Pay Level:14 (Rs.1,44,200 – Rs. 2,18,200/-) +other allowances as admissible

#### **Qualifications and experience required:**

1. A Masters degree with at least 55% marks or its equivalent grade in the seven-point scale. The PhD degree shall be desirable but not an essential qualification,

and

2. 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 Associate Professor along with experience in educational administration

Or

Comparable experience in research establishment and/ or other institutions of higher education.

Or

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post

#### **Desirable: -**

1. Very good drafting skill.
2. Experience and knowledge of subject knowledge of Engineering/ Technology program(s), specially extensive Information Technology (IT) extensive usage for Engineering Education, and for academic administration activities like (a) affiliation handling (b) NEP-2020 related issues in e-samarth (c) academic administration like properly drafting and maintaining the minutes about syllabi as evolved from committees like Academic Review, Board of studies etc.



3. Demonstrated performance for resource mobilization.
4. IT skills including extensive word processing, data base handling (in packages like Excel, SQL Database, etc) and skills for development of ERP module(s).

### **Relaxations to SCs/STs/OBCs/PWDs as per Assam Govt. rules**

#### **General terms and Instructions to the Candidates**

1. Appointment will initially be for the period of one year, subject to yearly renewal on yearly basis upto maximum of five years based on good performance and contribution for subsequent years or upto the age of 60 years or earlier.
2. The university has in-campus teaching program(s). The Academic Registrar, being at the highest level pay in university, may be assigned the teaching responsibility of in-campus B.Tech programs specially for senior level(third -fourth year) in-campus courses, and he/she would not refuse the university requirements. He she need to put an extra effort to contribute to university in this way. In addition, the Academic Registrar shall perform the duties as listed on page 8781 of The Assam Gazette Extraordinary, August 25, 2022 (part of ASTU Statutes).
3. The bio-data format should be filled along with 03 Passport Size Photographs, two self-addressed envelopes.
4. The post applied for should be mentioned in the Top of the Envelop.
5. Eligibility of a candidate and satisfaction of any other criteria shall be considered as on the last date of submission of application.
6. (i) Application after the last date and time, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
7. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bearing date of issue, specific period of work, name and designation of the issuing authority along with his/her signature.
8. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
9. The University reserves the unconditional right to modify/ withdraw/ cancel any communication made to the candidates even after the issue of appointment letter; the university shall not be bound to give any reason (s) for such action.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
11. Applicants who are in employment should route their applications *through proper channel*. They need to produce the NOC for appearing in the interview and they need to submit the annual confidential reports for last five years, failing which the candidate will not be allowed to appear in the interview.
12. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards including caste certificate (for SC/ST candidates from the concerned authority) in support of their qualifications and category. Originals should not be sent along with



the application but these must be produced at the time of interview. Candidates anticipating delay in processing through proper channel may submit an advance copy of the application directly with the required fees.

13. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

14. No correspondence will be entertained from candidates regarding postal delays, conduct and result of examination and reasons for not being called for examination/ interview.

15. Canvassing in any form will be a disqualification.

16. No interim correspondence shall be entertained.

17. *The University reserves the right to withdraw any advertised post(s) at any time without giving any reason. Mere eligibility will not entitle any candidate for being called for the interview.*

18. The candidate will be appointed after being found medically fit.

19. *The applications for post must be accompanied with a processing fee (Non-refundable) of Rs.2000/- (Rs.1000/- for SC/ST candidates) in online mode. No cheque, DD or cash will be accepted for a processing fee.*

*The application must reach the Office of Registrar, Assam Science and Technology University, Tetelia Road, Near AEC Campus, Jalukbari, Guwahati-781 013 on or before 8<sup>th</sup> July, 2026.*

**Online mode of payment:**

Please follow below steps for the online payment:

- i. Visit the site-SBI Collect ( <https://onlinesbi.sbi.bank.in/sbicollect/>)
- ii. Select **Category** as **Educational Institute**
- iii. **Filter state** as **Assam**
- iv. Search **Assam Science and technology University** in **Category: Educational Institutions**
- v. Click on **Assam Science and technology University**
- vi. Select **payment category** as:
  - a. Application Fee for Recruitment (2000)"-Other than SC/ST Category
  - b. Application Fee for Recruitment (SC/ST) (1000)"-For SC/ST Category.
- vii. Provide your details and make the payment.
- viii. Print the online receipt which has to be submitted with the application.

20. Only shortlisted candidates will be called for interview.

21. Relaxations to SCs/STs/OBCs/PWDs as prescribed in Assam Govt. rules.

22. No TA/DA shall be paid to the candidates for attending the interview.

23. Retirement benefit will be limited to the Govt of Assam Rules.

24. All disputes will be under the Jurisdiction of Guwahati, Assam only

25. Selected candidate will be governed by the New Pension Rules, 2005.

26. Candidates are advised to visit the university website ([www.astu.ac.in](http://www.astu.ac.in)) frequently for any changes/modifications (addendum, corrigendum).

  
Registrar

