

Terms of reference to
Advertisement No. 3/2021

1. CATEGORY-WISE VACANT POSITIONS:

Sl No.	Name of posts	Total vacancy	ST/P 10%	ST/H 5%	SC 7%	OBC/MOBC 27%	UR 51%	PWD 4%	Women 30%	EWS 10%
1	Agricultural Development Officer	109	11	5	8	29	56	4	33	11
2	Asstt. Agricultural Engineer	09	1	0	1	2	5	0	3	1
3	Jr. Engineer (Agriculture)	39	4	2	3	11	19	2	12	4

2. ELIGIBILITY CRITERIA

The candidate must satisfy the following criteria.

- a) He/She must be Indian Citizen and ordinarily resident of Assam
- b) He/She must not be more than 40 years and less than 21 years of age as on 1st January, 2021. However, upper age limit is relaxable as under:
 - (i) 05 (five) years in case of candidates belonging to SC, ST (P) & ST (H).
 - (ii) 03 (three) years in case of candidates belonging to OBC/MOBC.

For the purpose of determining the age limit, authority will accept only the date of birth recorded in the Birth Certificate, Matriculation or equivalent examination certificate/Admit card issued by a recognized Education Board. No other document pertaining to age such as horoscope, affidavit or any other document will be accepted.

- c) He/She should have minimum Bachelor Degree in Agriculture/Horticulture (Of four year duration) from any recognised University for the post of **Agricultural Development Officer (ADO)** with the pay band of Rs. 30,000 – 1,10,000 + Grade pay Rs. 12,700/-pm.
- d) He/She should have a degree in Agricultural Engineering or a degree in Civil/ Mechanical Engineering from any recognised University or passed in parts A & B of the Associate Membership Examination of the Institute of Engineers (India) for the post of **Asstt. Agricultural Engineer** with the pay band of Rs. 30,000 – 1,10,000 + Grade pay Rs. 12,700/-pm.
- e) He/She should have minimum 3 Years diploma in Agriculture/Civil/Mechanical Engineering from any recognised Institute/University for the post of **Jr. Engineer (Agriculture)** with the pay band of Rs. 14,000 – 60,500 + Grade pay Rs. 8,700/-pm. However, during selection, preference will be given to candidates with diploma in Agricultural Engineering, followed by Civil Engineering and Mechanical Engineering.

3. HOW TO APPLY:

The Candidates having the required essential qualification for the posts as mentioned above may apply online at www.aau.ac.in/goa-req by filling up the required information along with supporting documents.

Candidates will be required to upload scanned copies of the following:-

A) Passport Size of photograph:-

- a) The photograph must be in good quality and colour taken in a professional studio with white background. Poor quality photograph submitted will lead to rejection of application. The Admit Card will be printed with the uploaded photograph.
- b) The photo must be recent and taken after 1st January, 2021.
- c) Face should occupy about 50% of the area in the photograph, and with a full face view looking into the camera directly.

- d) If someone normally wears spectacles, glare on glasses is not acceptable in his/ her photo. Glare can be avoided with a slight downward tilt of the glasses for the photoshoot. Only clear glasses are permitted.
- e) Only JPEG image will be accepted and also on a standard 4.5 cm X 3.5cm print.
- f) The maximum pixel resolution for the image is 640 X 480
- g) The minimum pixel resolution for the image is 320 x 240
- h) The size of the Photo should not be more than 200 KB

B) Signature:-

- a) Please put signature with a black or Dark blue ink on a white paper and scan.
- b) Only JPEG image format will be accepted.
- c) Dimension of signature image should be 3.5 cm (width) X 2.5 cm (height).
- d) The maximum pixel resolution for the image is 800 X 300
- e) The minimum pixel resolution for the image is 400 X 150.
- f) The size of the signature should not be more than 100 KB

C) Documents:-

- a) Birth Certificate or Admit card of HSLC or equivalent examination for proof of age.
- b) Marksheet & Certificate of Educational Qualification for the post concerned.
- c) Caste Certificate from competent authority in respect of candidates belonging to SC, ST(P), ST(H) and OBC/MOBC.

4. OTHER RESERVATION:

- a) **EWS Category:** The benefit of reservation under EWS can be availed upon production of an income and asset certificate (IAC) issued by the Circle Officer or Circle Officer (A) of the revenue circle where the candidates and/or his family normally resides. The income and asset certificate issued by any one of the authorities in prescribed format as given in **Annexure-I** (uploaded in the website mentioned above) shall only be accepted as proof of candidate's claim as belonging to EWS.
- b) **Reservation for Women:** 30% reservation for women as per provision provided vide Extra Ordinary Gazette Notification No.LGL.17/2005/20, Dtd.18th May/2005.

After submission of the online application, the candidate shall download the acknowledgement slip with ID No. It is mandatory for the candidates to mention their full /proper address with PIN code, a valid email address and mobile numbers in the application form as the same will be required to inform them regarding the status of their application and convey other related information.

The candidates who are Govt. Employees/PSUs/Autonomous bodies must obtain necessary permission in writing from the Competent Authority/Employer and the copy of the same may be produced during scrutiny of documents at the time of interview.

Candidates in due course of time will be informed to download the Admit card/Call Letter from the website by providing their credentials. Candidates will be informed through SMS and E-mail on their registered mobile number and email address. The authority will not be responsible for any discrepancies that may arise due to wrong entry of mobile numbers and email address by the candidate.

- 5. Application Fees : There will be no Examination fee as decided by the Government.
- 6. The last date for submission of online application is 15/02/2021 midnight.
- 7. No DA/TA shall be provided for attending the examination
- 8. Online application only will be accepted
- 9. Incomplete application shall be rejected without giving any information.

10. SELECTION PROCEDURE:-

- a) The eligible candidates for the post at Sl. 1, 2 & 3 have to appear for OMR based multiple choice type test as detailed below:
 - i. Subject related to specific qualification 70 Marks
(Agriculture/ Agricultural Engineering)
 - ii. General Knowledge... 30 Marks

Total 100 Marks

- b) The Written Test will be conducted in two different Centres, namely, Guwahati and Jorhat and the actual date of the Test and other details will be widely published through AAU-website.
- c) The short-listed candidates shall have to appear in a personal interview.
- d) The final selection of the candidate will be based on his/her performance in the written test and viva-voce with weightage @70% and 30% respectively.

11. GENERAL INSTRUCTION TO THE CANDIDATES:-

- a) Canvassing directly or indirectly shall render such candidates unfit for the post.
- b) The selection list confers no right to appointment unless the department is satisfied about suitability of the candidates after a thorough medical examination and such enquiry and verification of the essential documents of eligibilities as may be considered necessary before appointment to the service/post.
- c) Candidates have to appear in all the stage of recruitment. If a candidate is found absent from any stage, his/her candidature will be cancelled.
- d) Candidature will be summarily rejected at any stage of the recruitment process, if found not conforming to the official format, having provided incomplete/wrong information, improper certificate, misrepresentation of facts, impersonation.
- e) The University reserves the right to make changes or cancel or postpone the recruitment process on specific grounds.
- f) Fake documents/ False information /Misrepresentation of facts shall lead to rejection if detected at any stage before /after appointment and the candidate shall be liable to criminal proceeding as per existing law.
- g) Offering of bribe or any favour by a candidate or by any individual on behalf of any candidate is a criminal offence. Such an activity shall result in immediate disqualification of the candidature of that particular candidate.
- h) The numbers of vacancies are subject to change and appointment to such vacancies will be decided by the Competent Authority at the time of appointment, based on merit, category-wise as per the final merit list.
- i) The Rules & Regulation, terms & conditions of the Department of Agriculture and the Govt. of Assam will be applicable.
- j) The Appointment Authorities should, in the offer of appointment to the candidates claiming to belonging to EWS category, include the following clause:-

“The appointment is provisional and subject to the Income And Asset Certificate being verified through the proper channels and if the verification reveals that the claim to belong EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further actions may be taken under the provision of the Indian Penal Code for the production of fake/false certificate.”

- l) The final appointment on 3(f) regulation after selection is subject to satisfactory Police Verification Report and Final Medical Examination Report as per existing norms. In case of Police Verification Report or Final Medical Examination Report found unsatisfactory, the candidature of such candidates will be rejected outright. The appointment will be initially for four months and may be extended four monthly as per norms pertaining to 3f Regulation of APSC Regulations.

Registrar,
Assam Agricultural University,
Jorhat-785013