



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
Website: www.astu.ac.in

NO: ASTU/REG/RECRUIT/212/2016/(Part-V)/5548

Date: 31/10/2025

ADVERTISEMENT NO: 04/2025

Applications are invited from intending eligible candidates for filling up for the post of "Accountant" in Assam Science and Technology University, Guwahati, from Indian citizens in the pay scale, terms and conditions given below:

1. ACCOUNTANT (Post Code No: AC/01/2025) (Number of Post: 01, UR)

Scale of Pay: P.B (Rs. 14000-60500), G.P- Rs.8000 (As per 7th CPC)

i. Academic Qualification:

Graduate in Commerce with specialisation in accounting from a recognised University with at least 50% of marks through Academic qualifications. Candidates must have Computer Knowledge in Accounting Software (Tally), MS Office, Excel, Page Maker, ERP etc

ii. Experience:

Minimum 03-year experience of accounting as well as its record keeping in any Higher learning institution.

iii. Desirable:

Knowledge of handling PFMS

Age: Minimum age should be 18 years and Maximum age 40 years as on 01-01-2025. The age limits of the candidates will be calculated on the basis of the Matriculation/HSLC Admit Card or Pass Certificate issued by a recognized Central/State/Council and no other document shall be accepted in lieu of the mentioned documents. Age relaxation as per Govt. of Assam rules for SC, ST, OBC, MOBC, Ex-Servicemen, persons with disabilities.

How to apply

Application form: Prescribed application form may be downloaded from the ASTU website www.astu.ac.in.

A candidate should not submit more than one application for one post. The envelop sending the application should be superscribed "Application for the post of **Name of the Post (Post code)**" on the top of the envelope addressed to **The Registrar, Assam Science and Technology University, Tetelia Road, Jalukbari, Guwahati-781013**. The size of the prescribed application form is approximately 21cm x 29.7cm (A4 size). Only downloaded form will be accepted.

Fees: Application processing fee is Rs. 1000/- only (Rupees One Thousand Only). Reserved category (ST/SC) applicants need to pay Rs 500/-(Rupees Five Hundred Only). This application fee is non- refundable. All fees to be paid via **online**.

Niraj Kumar



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Online mode of payment:

Please follow below steps for the online payment:

- i. Visit the site <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 (1000)"-Other than SC/ST Category
 - b. Application Fee for Recruitment (SC/ST) (500)"-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.

No cheques, cash or DD will be accepted

Important Dates

Starting date of application: **3rd November, 2025.**

Last date of application submission: **27th November, 2025.**

Mode of Selection:

ACCOUNTANT: Written test followed by Skill test.

Syllabus of written test:

- a) English Aptitude Test,
 - b) Accountancy,
 - c) General Knowledge including Assam, India, Current Affairs, Environment, International Affairs etc.
 - d) Numerical Ability and Logical Reasoning.
- The written test will be held to shortlist the candidates for skill test. Skill test will be held to finalise the selected candidate.
 - The question paper for written examination will be Multiple Choice Question (MCQ).

General terms and Instructions to the Candidates

1. Appointment will be up to the age of sixty years and subject to the university rules.
2. Candidates must have registered their names in any employment exchange of Assam only.
3. The application form should be filled along with 02 passport size photographs and two self-addressed envelopes.
4. Eligibility of a candidate and any other Short-listing criteria shall be considered as on the last date of submission of application (except age which will be as on **01/01/2025**).
5. Mere fulfilment of minimum criteria with the shortlisted candidate does not entitle him/her for the claim for the posts.

Nitin



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6. (i) Application submitted after the last date and time, (ii) application(s) 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, bear the 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. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
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 employed, must submit the proper NOC from the employer at the time of document verification (during skill test).
12. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications laid down in the advertisement.
13. No correspondence will be entertained from candidates regarding conduct and result of written test and reasons for not being called for written test.
14. Canvassing in any form will be a disqualification.
15. No interim correspondence shall be entertained.
16. *The University reserves the right to withdraw any advertised post(s) at any time without giving any reason.*
17. Freshly selected candidate will be governed by the New Pension Rules, 2005.
18. Applicants must not have any litigation in any police station or in any organization wherever.
19. Any addendum/corrigendum and related notifications will be published on the University website: www.astu.ac.in only. Applicants are advised to regularly check the University website for any update/notification.
20. No TA/DA shall be paid to the candidates for attending the written exam/ skill test.
21. All disputes will be under the Jurisdiction of Guwahati, Assam only.

N. N. N.

Registrar

Assam Science and Technology University