



Directorate of Open and Distance Learning (AAU-ODL)
Assam Agricultural University,
Khanapara, Guwahati-781022,
Assam

Advertisement

Online applications are invited from intending eligible candidates who are citizens of India for filling up the posts as indicated below under the Directorate of Open and Distance Learning, AAU, Khanapara, Guwahati-22. The details of the posts including minimum eligibility criteria, Job Profile and monthly emoluments are mentioned below.

Sl. No.	Name of the post	Minimum eligibility criteria	Job profile	Monthly Emolument (Rs.)
1	Accounts Assistant	<p>B.Com from a recognized university/institute with sound knowledge of accounting with basic computer skills.</p> <p>The candidate should possess minimum 2 years of experience in a reputed organization.</p> <p>Candidate with knowledge of accounting based software and office maintenance will be preferred.</p> <p>AGE: Minimum age is 18 years and the maximum is 38 years.</p>	<p>Safeguarding all financial records and reports that comply with regulations, laws, and generally accepted accounting principles, spending and budget monitoring, keeping books and systems up to date. Perform monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, coordination and completion of annual audits, and reviewing financial status including income statement vacancies, communicating financial results to management, budget preparation and analysis. Improve systems and procedures and initiate corrective actions. Organization and coordination of office administration and procedures, developing intra-office communication protocols.</p>	19,000.00 (Fixed)
2	Office Attendant	<p>Candidate should at least be read upto Class VIII with highest qualification not exceeding Class 10th passed (HSLC)</p> <p>Age: Minimum age is 18 years and maximum is 38 years</p>	<p>Routine work involving maintaining decency and performing cleaning tasks of office premises and attending to officer and staff, letter receipt and dispatch and other official communication whenever required.</p>	On daily wage basis as an unskilled worker.

Selection Process for the post of Accounts Assistant

Only selected short-listed candidates will be called for appearing in the interview. They will be intimated by email and/or phone. If felt necessary, it may be decided to conduct a written test on a specified date for short-listing of candidates and in that case, the date of interview may need to be postponed.

Selection Process for the post of Office Attendant

The short-listed candidates need to appear a written test. The venue and date of written test will be intimated by email and/or phone.

Terms and Conditions:

- Interested candidates with requisite qualifications have to **do registration** of their candidature for the post **on or before 15th July, 2024** and upload their BIODATA in the given format along with a single PDF file containing relevant certificates testifying their academic credentials, working experience and proof of age by logging into the following link: <http://odl.aau.ac.in/recruitment.php> or <http://vetbifg.ac.in/odlonline.php>
- At the time of interview, the short-listed candidates for the post of Accounts Assistant shall have to submit a copy of their BIODATA (format enclosed), one set of hard copies of all relevant documents (self-attested) and a Bank Draft of Rs. 50.00 (Rupees Fifty only) / Rs.25.00 (Rupees Twenty-five only) for ST/SC candidates, drawn in favour of Director, AAU-ODL payable at Khanapara, Guwahati. **They shall have to also produce the original documents for verification at the time of interview.**
- There will be no application fees for the post of Office Attendant.
- The posts are purely temporary and will be terminable at any point of time. The engagement may be extended further based on satisfactory performance of the incumbents, as per the existing rules of Assam Agricultural University.
- No TA/DA is admissible to the candidates for attending the interview.

The details of terms and conditions may also be seen in the AAU-ODL website odl.aau.ac.in and the College of Veterinary Science, Khanapara website: <http://vetbifg.ac.in/>


Sd/-
R.K. Thakuria
Director, AAU-ODL
Khanapara, Guwahati-22

No.AAU/ODL/P-11/4000-4006

Dated 24.06.24

Copy for favor of kind information to-

1. The Secretary to the Hon'ble Vice-Chancellor, AAU, Jorhat-785013. This has a reference to his note approval dated
2. The Registrar, AAU, Jorhat-785013.
3. Comptroller, AAU, Jorhat-785013
4. Notice Board of AAU-Open and Distance Learning, AAU, Khanapara,Guwahati-22
5. Professor-in-charge, AKMIT Cell, AAU, Khanapara with a request to advertise the same in classified section of the college website.
6. Office file


(R.K. Thakuria)
Director, AAU-ODL
Khanapara,Guwahati