



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	System Administrator	<p>Graduates in Computer Application/ Information Technology/ Computer Science/ Artificial Intelligence/ Operating System/ Software Engineering/ Computer Graphics with minimum of 60% marks and two years experience in relevant field.</p> <p>Or Masters in Computer Application/ Information Technology/ Computer Science/ Artificial Intelligence/ Operating System/ Software Engineering/ Computer Graphics with two years experience in relevant field.</p> <p>Age: Minimum age is 21 years and the maximum is 45 years</p>	<ul style="list-style-type: none">• Creation and management of student/employees database• Assisting development of multimedia learning object for different courses• Maintenance of local area network• Creation and maintenance of E-learning portal including conduct of online examination, as and when necessary.	35,000.00
2	Data Entry Operator	<p>Graduates in Computer Application/ Information Technology/ Computer Science/ Artificial Intelligence/ Operating System/ Software Engineering/ Computer Graphics with minimum of 60% marks.</p> <p>Age: Minimum age is 21 years and the maximum is 45 years</p>	<ul style="list-style-type: none">• Regular Data Entry Operation in the Website• Assisting System Administrator in managing the networking and local LAN.• Assisting in developing the multimedia learning modules for the participants.	25,000.00

Selection Process for the posts:

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.

Terms and Conditions:

- Interested candidates with requisite qualifications have to **do registration** of their candidature for the post **on or before 7th June, 2025** 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://vetbifg.ac.in/odlonline.php>.
- At the time of interview, the short-listed candidates for the post shall have to submit a copy of their BIODATA (strictly in the 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.**
- 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.

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

No.AAU/ODL/P-11/2025-26/ 5580-25, dated 17.05.2025

Dated

Copy for favor of kind information to-

1. The Secretary to the Hon'ble Vice-Chancellor, AAU, Jorhat-785013.
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, Jorhat/ 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

Biodata Format for the Post of System Administrator
(To be uploaded separately as a PDF file)

Recent
Passport
Size Photo
graph

Post Applied For:

Name of the Applicant (IN CAPITAL LETTERS):

Father/Husband/ Guardian's Name:

Sex:

Date of Birth:

Caste:

Address for Communication:

Email ID:

Mobile No:

Permanent Address:

Education Qualifications (matriculation onwards):

Exam/Degree	Year of Passing	Institute/University/Board	Division	Percentage Of marks/ Grade	Subject(s)

Additional qualification & Skill acquired:

Working Experience, if any:

Publications, if any:

Fellowships/Awards, if any:

Any other relevant information:

Signature of the Applicant with date