



TEZPUR UNIVERSITY

(A Central University)

Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 30 / 2026

(for Female Security Supervisor on Contract Basis)

Tezpur University invites applications from interested **female** retired police / army / paramilitary officers of not below the rank of Sub Inspector (SI) / J.C.O. of Assam Police Battalion / Railway Protection Force / Armed Forces / Paramilitary Forces, etc. for appointment as **Female Security Supervisor** on **contract basis**. Last date of receipt of application is 20.10.2026. Applicants can also email their application alongwith all relevant documents to tucruit@tezu.ernet.in.

[Signature]
Registrar i/c

Memo No.F.01-3/XVIII(E)/ 2528

Date: 06.10.2026

Copy to:

1. Finance Officer i/c, Tezpur University, for information.
2. Vigilance Officer, Tezpur University, for information.
3. Deputy Registrar (GA), Tezpur University.
4. Public Relations and Information Officer, Tezpur University, with a request to make necessary arrangement for publishing the above advertisement through Bureau of Public Outreach (erstwhile DAVP): in one immediate issue of (i) **The Assam Tribune**, Guwahati, and (ii) **Amar Asom**, Guwahati, using most reasonable spaces and also with a request to circulate the advertisement through Social Media platform.
5. **Webmaster, Tezpur University**, with a request to float the advertisement in the University Website.
6. Assistant Registrar, O/O the Vice-Chancellor, Tezpur University, for kind information of the Pro - Vice Chancellor.
7. Advertisement Guard File.

[Signature]
Registrar i/c
Tezpur University



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Name of Post	Female Security Supervisor
No. of Position	One (01)
Qualification	i) Graduate in any discipline from a recognized Indian university. ii) Excellent communication skill in Assamese, English and Hindi.
Experience	i) Retired officers of not below the rank of Sub Inspector (SI) / J.C.O. of Assam Police Battalion / Railway Protection Force / Armed Forces / Paramilitary Forces, etc. ii) Three (03) years' experience of working in Security Service in Govt. / Semi Govt. / PSU / autonomous organization / large Industrial Units of repute. Experience of working in educational institution(s) is preferable.
Age Limit	Maximum 62 years (on the last date of submission of application) • Age relaxation of five (05) years in case of experienced candidates in Higher Educational Institutes of repute. • If no suitable candidate is found within the mentioned age, then candidates of higher age with good health may also be considered.
Duration of engagement	Initially for a period of two (02) years, which may be extended depending upon the need of the University and satisfactory performance of the incumbent, subject to the maximum age of the incumbent being 65 years. The engagement can be terminated by either side with one month's prior notice or by payment of one month's emolument thereof.
Emoluments	Rs. 35,000/- (Rupees thirty five thousand) only Per Month (Fixed). No other allowances, etc. will be admissible.
Other Facilities	i) The incumbents will be provided mandatory housing accommodation in the campus. ii) The incumbents will be eligible for Leave as per rule applicable for contractual employees of the University. iii) The incumbents will be allowed to reimburse travel and other expenses for outstation official tour, if so required. iv) The incumbents will be entitled to receive medical facility as per existing norms at the University Health Centre. However, reimbursement of medical expenses will not be admissible.

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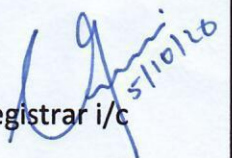
TEZPUR UNIVERSITY

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Tezpur – 784 028 (ASSAM)

ADVERTISEMENT NO. 30/2026 (for Security Officer and Security Supervisor)

Duties & Job Responsibilities / Description	To act as the 2 nd -in-line under the control of the Security Officer. Other duties and responsibilities are same as that of the Security Officer.
	a) To plan and ensure execution of efficient security arrangements as required by the University. b) To station on the campus and look after the day-to-day security arrangements therein. c) To supervise and manage the work of the security personnel engaged by the University. d) To assist the University authorities in maintaining law and order. e) To liaison with Police and district authorities regarding law and order and investigation of criminal cases affecting the University. f) To attend fire incidents and other calamities and incidents on the campus. g) To look after the safety and security of the staff, faculty, students and other campus dwellers and property of the University. h) To scrutinise the entry of outsiders into the campus. To perform such other duties and functions as may be assigned from time to time.
Date / Time / Venue of Interview	Will be intimated through website/e-mail / over phone in due course of time.

Interested persons may apply in prescribed format attached with the advertisement along with all relevant documents so as to reach the Registrar i/c, Tezpur University, Napaam, Tezpur-784028, Dist. Sonitpur, Assam, on or before 20.10.2026. Suitable short-listed applicants may be called for a personal interaction in due course of time.


Registrar i/c



APPLICATION FORM

FOR ENGAGEMENT OF SECURITY SUPERVISOR ON CONTRACTUAL BASIS

Advertisement No.: _____ Date: _____

1. Personal Details

Name of the Applicant: _____

Father's/Mother's/Spouse's Name: _____

Date of Birth: _____ Age: _____

Gender: _____ Category: _____

Nationality: _____

Permanent Address: _____

Present Address: _____

Mobile No.: _____ Email ID: _____

2. Educational Qualifications

Sl. No.	Examination/Qualification	Board/University/Institution	Year of Passing	Percentage/Grade
1.				
2.				
3.				
4.				

3. Professional/Work Experience

Sl. No.	Name of Organisation/Institution	Designation	Period of Service	Nature of Duties
1.				
2.				
3.				
4.				

Total Experience: _____ years _____ months

4. Experience in Security Services

Whether having experience in supervision/management of security personnel:

Yes / No

If yes, provide details:

5. Additional Information

Whether Ex-Serviceman/Ex-CAPF Personnel etc: Yes / No

If yes, provide details of service:

Computer Knowledge: _____

Any training/certification in security management, fire safety, disaster management, first aid, etc.:

6. References

Name and Contact Details of two references:

1.

2.

7. List of Documents Enclosed

1. Self-attested copy of proof of age/date of birth.
2. Self-attested copies of educational qualification certificates.
3. Self-attested copies of experience certificates.
4. Self-attested copy of identity proof.
5. Documents relating to ex-serviceman/defence/CAPF service, if applicable.
6. Certificates of relevant training, if any.
7. Recent passport-size photograph.
8. Any other relevant document: _____

DECLARATION

I hereby declare that the information furnished by me in this application form is true and correct to the best of my knowledge and belief. I understand that if any information furnished by me is found to be false, incorrect or misleading at any stage, my candidature/engagement may be cancelled.

I further declare that I have read and understood the terms and conditions of the engagement and shall abide by the rules, regulations and instructions of the University, if engaged.

Place: _____

Date: _____

Signature of the Applicant: _____

Name: _____