

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

 Promoted by: **C down town**
Charity Trust
Memo No: AdtU/R/2025-26/494
Date: 14-02-2026

CIRCULAR

Selection of Internal Students as Apprentices in various Offices, Directorates, Departments, and Cells of AdtU

This is to inform all concerned that under the “SOP for appointment of Internal Students as Apprenticeship at AdtU (Version 1.1)” notified vide Memo No. AdtU/R/2024-25/126 dated **01.10.2024**, with the objective of providing exposure and hands-on experience/on-the-job training to students in various offices/directorates/departments/cells of the University, the following students are selected as **apprentices** on the basis of the recommendation made by the selection committee. The selected apprentices have been attached to the reporting officer as follows:

Sl No	Name of the student	Enrollment No	Faculty of Study	Selected for the apprenticeship position at	Reporting Officer	Entitlement of Stipend Rs	Date of Joining	Apprenticeship Valid till date
1	Dip Brahma	ADTU/0/2023-27/BTCS/128	FoCT	DIA	Prof (Dr.) Mrinmoy Basak	5000	16-02-2026	15-05-2026
2	Tanushree Paul	ADTU/0/2024-26/MBAX/003	FCM	DIA	Prof (Dr.) Mrinmoy Basak	5000	16-02-2026	15-05-2026
3	Samar Jyoti Choudhury	ADTU/0/BTCS/2023-27/087	FoCT	DISA	Prof (Dr.) Sunandan Baruah	5000	16-02-2026	15-05-2026
4	Shahil Kumar Singh	ADTU/1/2024-28/BTCS/012	FoCT	DISA	Prof (Dr.) Sunandan Baruah	5000	16-02-2026	15-05-2026
5	Ratul Ray	ADTU/0/2025-27/MCAM/017	FoCT	DISA	Prof (Dr.) Sunandan Baruah	5000	16-02-2026	15-05-2026
6	Priyatosh Sharma	ADTU/0/2024-27/BBAS/068	FCM	DISA	Prof (Dr.) Sunandan Baruah	5000	16-02-2026	15-05-2026
7	Pubali Saikia	ADTU/0/2023-27/BTCS/037	FoCT	DISA	Prof (Dr.) Sunandan Baruah	5000	16-02-2026	15-05-2026
8	Namrata Barua	ADTU/0/2023-26/BBAS/004	FCM	DOAA	Dr. Samannoy Baruah	5000	16-02-2026	15-05-2026
9	Simmoy Parasar	ADTU/0/2025-27/MPTO/015	FPAR	DOAA	Dr. Samannoy Baruah	5000	16-02-2026	15-05-2026
10	Aayush Kumar Prasad	ADTU/1/2023-27/BCSS/001	FoCT	DOCA	Dr. Rimjhim Baruah Borah	5000	16-02-2026	15-05-2026
11	Suman Deka	ADTU/0/2023-27/BTCS/059	FoCT	DOCA	Dr. Rimjhim Baruah Borah	5000	16-02-2026	15-05-2026
12	Tinasmita Medhi	ADTU/0/2024-26/MSCP/002	FHSS	DOSA	Prof (Dr.) Seema Sharma	5000	16-02-2026	15-05-2026
13	Mrityunjay Das	ADTU/0/2023-27/BTCS/085	FoCT	DOSA	Prof (Dr.) Seema Sharma	5000	16-02-2026	15-05-2026
14	Nikita Choudhury	ADTU/0/2025-27/MBAX/022	FCM	DOSA (Event)	Mr. Suraj Pratim Senchoua	5000	16-02-2026	15-05-2026
15	Rajraktim Saikia	ADTU/0/2024-27/BCOM/021	FCM	DOSA (Event)	Mr. Suraj Pratim Senchoua	5000	16-02-2026	15-05-2026
16	Salmanur Rahman	ADTU/0/2024-28/BCSM/056	FoCT	DOSA (Event)	Mr. Suraj Pratim Senchoua	5000	16-02-2026	15-05-2026
17	Bidyadhar Rabha	ADTU/1/2023-26/BCAO/057	FoCT	Purchase department	Mr. Mrinmoy Das	5000	16-02-2026	15-05-2026
18	Nabajeet Kashyap	ADTU/0/2023-26/BCAO/063	FoCT	Purchase department	Mr. Mrinmoy Das	5000	16-02-2026	15-05-2026
19	Pankaj Doley	ADTU/0/2023-26/BCAO/061	FoCT	Purchase department	Mr. Mrinmoy Das	5000	16-02-2026	15-05-2026
20	Goutam Das	ADTU/1/2025-28/BBAO/023	FCM	Purchase department	Mr. Mrinmoy Das	5000	16-02-2026	15-05-2026

A letter will be issued with clearly written general conditions to be fulfilled, the Apprentice's monthly stipend entitlement during the period of engagement, duty list and terms of reference,

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: C down town
Charity Trust

any other additional bindings etc. The letter of engagement will be issued in duplicate to the student, and if the student accepts the same, he or she must sign one copy and return it to the office of the HR. The original shall be retained by the student.

Issued with due approval of the competent authority.



(Dr. Ashim Barman)
Registrar,
Assam down town University.

Copy for favour of their information to:

1. AM to Vice Chancellor, AdtU
2. PA to Pro Vice Chancellor, AdtU
3. P.S. to Dean of Studies, AdtU
4. P.S to Managing Trustee, dtCT
5. P.S to Resident Trustee, dtCT
6. Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)
7. Office of the Controller of Examinations, AdtU
8. All Offices (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/Placement/Library/T&D)
9. HR Office
10. IQAC
11. Notice Boards/Message Desk (For display)
12. Office file (for record)