



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

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

Promoted by: **down town**
Charity Trust

Memo No: AdtU/R/2026-27/Aug/27/002

Date: 27/08/2026

CIRCULAR

Call for applications for appointment of Internal Students as Apprentices at AdtU

This is to inform all concerned that AdtU has notified the scheme titled **“SOP for Appointment of Internal Students as Apprentices at AdtU (Version 1.1)”** vide Memo No. **AdtU/R/2024-25/126-A** 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, and Cells of the University.

Under this scheme, all eligible students may apply for apprenticeship positions, subject to the fulfillment of the terms and conditions as mentioned in the SOP. Eligible students may **self-nominate their candidature through A-Connect** during the period from **29 August 2026 to 5 September 2026**.

All applications received shall be scrutinized, evaluated, and selected strictly in accordance with the provisions of the SOP. The **tentative dates for interviews are 9 and 10 September 2026**. Selected students shall be entitled to a **stipend of Rs. 5,000/-** (Rupees Five Thousand only) per month, as per the scheme.

All Deans are requested to ensure the wide circulation of this circular through Programme Heads/Mentors by disseminating the information to various student groups. The IT department is requested to do the needful in A-Connect.

Issued with due approval of the competent authority.

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

Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. Asst. Manager- Office of Vice Chancellor, AdtU



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



ASSAM
down town
UNIVERSITY





OFFICE OF THE REGISTRAR

Gandhinagar, Panikhaiti, Guwahati-26

(Permission Granted Via The ASSAM ACT. NO. VIII OF 2010, Gazette No. LGL9/2010/11)

An ISO 9001:2015 certified & NAAC accredited University

Memo No: AdtU/ R/2024-25/126-A

Date: 01/10/2024

NOTIFICATION

SOP for appointment of Internal Students as Apprenticeship at AdtU **version 1.1**

This is to inform all concerned that, the Standard Operating Procedure (SOP) for appointment of Internal Students as Apprenticeship at AdtU is notified vide **Memo No: AdtU/ R/2023-24/157, dated 30/09/2023** is renotified herewith (Annexure I) as version 1.1. This SOP aims a modus operandi for appointment of internal students of AdtU as apprenticeship for their exposure and hands on experience/ On the Job Training in different office/departments/Cell of AdtU. The concerned office/departments/Cell are requested to submit the requirement for Apprenticeship to the office of the Registrar.

This SOP shall come into force with immediate effect.

Issued with due approval of competent authority.

(Dr. Ashim Barman)

Additional Registrar (Administration),

Assam down town University.

Copy for favour of their information to:

1. OSD to Vice Chancellor, AdtU
2. OSD 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 Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/Placement/ Library/T&D)
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Annexure I

SOP for appointment of Internal Students as Apprenticeship at AdtU- **version 1.1**

Introduction-

This Standard Operating Procedure (SOP) aims at introducing a modus operandi for appointment of internal students of AdtU as apprenticeship for their exposure and hands on experience/ On the Job Training in different office/departments/Cell of Assam down town University.

Process-

- AdtU students may be appointed by selected office/departments/Cell as apprentices to meet special short term resource requirements and to provide exposure to the students pertaining to operation of different activities under various departments.
- Position available for appointment apprentice in different office/departments/Cell:

SI No	Name of the office/ departments/Cell	No of maximum available position
1	Directorate of Alumni Affairs	2
2	Directorate of Career Advancement	2
3	Directorate of International Affairs	2
4	Directorate of Innovation, Startup & Acceleration (DISA)	5
5	Directorate of Student Affairs	2
6	Directorate of Student Affairs (Event)	4
7	Admission and Marketing (Branding)	5
	Total	22

- The requirement may be submitted to the HR department by the Head of the concerned office/departments/Cell.
- The requirements must have specifics pertaining to number of apprentice required (equal to or below sanctioned number of posts), purpose of the engagement, period of engagement, if there are any specific qualification/ Faculty of Study/ programme to be considered etc.
- Requirements are subject to approval of competent authority.
- If approved, the HR department will ask for nominations from the interested students with good academic background through respective Deans/ any other mode fit for the purpose.



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- During nomination concerned Dean has to ensure that the nominated students has completed minimum 1 years for students who are perusing 4 years degree programme, 1 year for students who are perusing 3 years degree/diploma programme and 6 months for students who are perusing 2 years PG degree programme.
- Recommendation of student names may be made by the office/departments/Cell requesting for such requirements but sanction of the same will be at sole discretion of competent authority.
- Interviews shall be conducted if in case it is required. A committee will be constituted by the office of the HR including one member from the concerned office/departments/Cell where the Apprenticeship will be appointed.
- A letter will be issued with clearly written general conditions to be fulfilled, the Apprentice monthly salary entitlement during the period of engagement, duty list and terms of reference for continuation of the engagement from one semester to another semester and any other additional bindings etc. For issuing of the letters HR department will be responsible. 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.
- A letter will be issued from the office of the HR mentioning Job role and general the terms and conditions.
- On acceptance of the apprenticeship letter by the candidate, he/she has to report the concerned head for day to day's activities. The reporting officer will maintain proper records of the Apprentice during his/ her engagement.
- Duration of appointment for Apprenticeship is initially **3 months** which may further extend to **another 3 months** depending upon the requirements and performance of the candidate. The selected candidates has to work minimum **2 hrs** per day as a part of this engagement.
- The students will be entitled for a stipend of **Rs. 5000/- per month** which may vary depending upon the nature of engagement along with an appointment letter and **Apprenticeship completion certificate subject to satisfactory performance** during the apprenticeship period.

-End-