



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/Sept/30/001

Date: 30/09/2026

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 are attached as **Annexure I**.

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, 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. Selected students shall be entitled to a **monthly stipend of Rs. 5,000/- (Rupees Five Thousand only)**, as prescribed under the scheme. The stipend shall be released upon submission and satisfactory verification of the monthly report duly certified by the concerned Reporting Officer.

Issued with due approval of the competent authority.

(Dr. Ruhit Jyoti Konwar)
Additional Registrar
(Academic & Technical Governance),
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
3. P.A. to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.A. to Managing Trustee, dtCT



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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)



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Annexure - I

List of students selected for the Apprenticeship Position at various departments/Directorates/offices as follows								
S1 No	Name of the student	Enrolment No	Faculty of Study	Selected for the apprenticeship position at	Reporting Officer	Entitlement of Stipend Rs	Date of Joining	Apprenticeship Valid till date
1	Mr. Megzine Rabbany	ADTU/0/2024- 27/BAHO/015	FHSS	DIA	Prof. (Dr.) Mrinmoy Basak	5000	01-10-2026	31-12-2026
2	Mr. Jibtesh Kalita	ADTU/1/2024-28/BTCS/069	FOCT	DIA	Prof. (Dr.) Mrinmoy Basak	5000	01-10-2026	31-12-2026
3	Mr. Samar Jyoti Choudhury	ADTU/0/2023-27/BTCS/087	FOCT	DISA	Mr. Pranjal Kumar Sarmah	5000	01-10-2026	31-12-2026
4	Mr. Shahil Kumar Singh	ADTU/1/2024-28/BTCS/012	FOCT	DISA	Mr. Pranjal Kumar Sarmah	5000	01-10-2026	31-12-2026
5	Ms. Brismita Talukdar	ADTU/0/2025-29/BCSM/045	FOCT	DISA	Mr. Pranjal Kumar Sarmah	5000	01-10-2026	31-12-2026
6	Ms. Mon Mayuri Dutta	ADTU/0/2025-27/MSFD/025	FOS	DISA	Mr. Pranjal Kumar Sarmah	5000	01-10-2026	31-12-2026
7	Mr. Naba Bikhyat Pegu	ADTU/0/2023-27/BTME/006	FOE	DISA	Mr. Pranjal Kumar Sarmah	5000	01-10-2026	31-12-2026
8	Mr. Juejeet Malakar	ADTU/0/2024-27/BCAO/035	FOCT	DOAA	Dr. Samannoy Baruah	5000	01-10-2026	31-12-2026
9	Ms. Tiarenla Aier	ADTU/0/2025-27/MAPY/002	FHSS	DOCA	Dr. Rimjhim Baruah Borah	5000	01-10-2026	31-12-2026
10	Mr. Suman Deka	ADTU/0/2023-27/BTCS/059	FOCT	DOCA	Dr. Rimjhim Baruah Borah	5000	01-10-2026	31-12-2026
11	Mr. Proyashi Sarmah	ADTU/0/2025-29/BCSM/037	FOCT	DOSA	Dr. Trinayan Deka	5000	01-10-2026	31-12-2026
12	Mr. Neehal Raj Nath	ADTU/0/2025-29/BTME/016	FOE	DOSA	Dr. Trinayan Deka	5000	01-10-2026	31-12-2026
13	Ms. Arya Singh	ADTU/1/2024-28/BCSS/091	FOCT	DOSA (Event)	Dr. Josef Yakin	5000	01-10-2026	31-12-2026
14	Mr. Satyam Dey	ADTU/0/2024-27/BCAM/027	FOCT	DOSA (Event)	Dr. Josef Yakin	5000	01-10-2026	31-12-2026
15	Ms. Rashmita Chowdhury	ADTU/0/2025-28/BBAM/030	FCM	DOSA (Event)	Dr. Josef Yakin	5000	01-10-2026	31-12-2026
16	Ms. Shyamalima Borah	ADTU/1/2025-28/BSFS/042	FOS	DOSA (Event)	Dr. Josef Yakin	5000	01-10-2026	31-12-2026

17	Ms. Sakshi Kumari	ADTU/1/2025-29/BTCS/105	FOCT	Admission & Marketing (Branding)	Ms. Paushali Priya Dutta	5000	01-10-2026	31-12-2026
18	Mr. Gyanam Boruah	ADTU/0/2025-29/BCSP/008	FOCT	Admission & Marketing (Branding)	Ms. Paushali Priya Dutta	5000	01-10-2026	31-12-2026
19	Mr. Sunit Singha	ADTU/0/2025-28/BCOM/059	FCM	Admission & Marketing (Branding)	Ms. Paushali Priya Dutta	5000	01-10-2026	31-12-2026
20	Ms. Disha Changmai	ADTU/0/2023-27/BPHS/042	FPS	Admission & Marketing (Branding)	Ms. Paushali Priya Dutta	5000	01-10-2026	31-12-2026
21	Ms. Riya Acharjee	ADTU/0/2025-27/MBAO/054	FCM	Admission & Marketing (Branding)	Ms. Paushali Priya Dutta	5000	01-10-2026	31-12-2026
22	Ms. Parishmita Konwar	ADTU/1/2025-29/BCSS/104	FOCT	DISA	Mr. Pranjal Kumar Sarmah	5000	01-10-2026	31-12-2026