



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in

No. CU/VC Office/2017/02-Recruitment

Dated 20th December, 2017

Advertisement No. Admn./02/2017/01 Dated 20.12.2017

Applications are invited for the post of Registrar, Cotton University from candidates who are Indian nationals and committed to establishing a University of excellence, proud of working beyond the call of duty and upholding the highest standards of ethics and public accountability.

Last date for receipt of applications: 06.01.2018 up-to 4:00 P.M.

S. No.	Name of post	Details of post
1	Registrar	<p>Category: Unreserved</p> <p>Number of post: 1 (one)</p> <p>Term of post: 5 (five) years</p> <p>Scale of pay: Pay band of Rs.37,400/- to Rs.67,000/-, + G.P. Rs.10,000/-</p> <p>Essential qualifications: A post-graduate degree from a recognized University with at least 55 per cent marks or its equivalent in the CGPA scale; along with (i) at least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above, or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor, besides experience in educational administration; or (ii) comparable experience in research establishment and/or other institutions of higher education; or (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Preferable qualifications: Functional computer literacy; Professional qualification /experience in Public Administration/ Estate Maintenance/Management, Stores & Purchase, etc.; should have good interpersonal skills to interface with students, teachers, staff at all levels, media and the public; a PhD degree is desirable but not essential</p> <p>Desired age limit: below 55 years</p>

GENERAL CONDITIONS:

1. Cotton University will examine the applications holistically and that it reserves the right to:
 - (a) relax any requirements of experience and age for exceptional candidates, especially for those from reputed educational/research institutions and having a good track record;
 - (b) withdraw the advertised post at any time without assigning any reason thereof;
 - (c) either fill or not fill the post, and its decision in this regard shall be final;
 - (d) appoint a candidate who may be on deputation/lien from a reputed educational/research institution, a government organization or a public sector undertaking;
 - (e) shortlist a limited number of candidates for interview for the post, although a much larger number may satisfy the minimum criteria (mere fulfillment of minimum criteria will NOT entitle a candidate to be called for interview); shortlisted candidates will be intimated through email and phone call only;
 - (f) disqualify any candidate who attempts to lobby or canvass to influence the selection process;

[Handwritten signature and date]
20/12/17



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- (g) modify/cancel/withdraw any communication made to the candidate, even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process which may have been detected at a different stage;
- (h) disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate; a person who may be selected/appointed based on wrong information supplied by the candidate may be terminated at any stage.
2. Age and experience may also be relaxed in the case of those candidates who are in service of Cotton University.
3. Persons who are currently employed must submit a 'No Objection Certificate' from their current employer along with their application, without which their application may not be considered further.
4. Age and qualifications will be relaxed for reserved category candidates as per Government of Assam norms.
5. All degrees of candidates must be from recognised Boards/Councils and Universities/Institutions as the case may be.
6. The University will not be responsible for either any non-receipt of application sent by a candidate or any delay in receiving the application sent by a candidate, on any account.
7. Applications must be filled up in the format described in the form. Please download the form and fill it carefully and correctly. Application forms may also be obtained from the Administrative Office (MCB Building) of Cotton University. An application with incomplete documentation or incorrect information is liable to be summarily rejected.
8. All documents can be self-attested. The University shall process the applications entirely on the basis of information/documents supplied by the candidates. In case the information/documents is/are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate, and the application could be summarily rejected without any refund of fees.
9. The University will verify the antecedents and documents of the candidates at the time of interview and also at the time of appointment or during the tenure of service. If at any time it is detected that the documents submitted by a candidate are false or the candidate has suppressed relevant information, then he/she will be denied the opportunity to go through the selection process or, if in service, terminated from service without prejudice to any other action taken by the University.
10. Applications received after the last date shall be rejected.
11. Application fee must be paid in the form of Bank Challan (which may be downloaded from Cotton University website) payable at all branches of ICICI Bank Ltd. Each submitted application form must be accompanied by the 'University Copy' of the payment challan for Rs.2000/- only.
12. For safety, it is advisable to send applications by either Registered Post or a reliable courier service. The decision of the University authorities during the different stages of the selection process will be final and binding.
13. The selected candidate will be governed by the New Pension Rules, 2005 and receive the standard Government of Assam allowances. If the selected candidate joins on deputation/lien from another educational/research organization, government organization, or public sector undertaking, standard Government norms and Cotton University rules and regulations in this regard will be applicable.
14. The selected candidate will be on probation for one year; their performance will be reviewed before the probationary period is over, after which they could be confirmed, terminated or their probationary period extended, if found necessary.
15. Application form may be downloaded from the University website www.cottonuniversity.ac.in or obtained from the Administrative Office (MCB Building) of the University located at Panbazar, Guwahat-781001.

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Filled in application form along with the 'University Copy' of the payment challan must reach the undersigned on or before 06.01.2018 up-to 4:00 P.M. The University does not accept responsibility for any postal delay.

Member Secretary (Registrar's Selection Committee)

Cotton University
College Hostel Road
Panbazar, Guwahati-781001
Assam, India