



COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

अग्रमतेन वेदव्यम्

No.: CU/GAD/2018/150/

Date: 23 April, 2025

Recruitment Notice

Applications are invited for Non-Teaching Post from candidates who are Indian Nationals and fulfil the requisite criteria pertaining to Qualifications & Work Experience thereof.

Sl. No.	Job Advertisement Number and Date	Particulars
1	Recruitment/CU/2025/02 Dated 23.04.2025	Advertisement for Non-Teaching Post

The Last Date & Time of Receipt of filled-in Applications shall be as follows: - 14th May, 2025

Interested candidates may visit the University's website www.cottonuniversity.ac.in for details.

May 23/25
Registrar

No.: CU/GAD/2018/150/ *2224-28*

Date: 23 April, 2025

Copy forwarded to: -

1. The Director, Directorate of Information & Public Relations, Government of Assam; is kindly requested to make necessary arrangements for publication of the Abstract Ad {soft copy enclosed herewith} in respect of the above mentioned Job Advertisement in One(1) immediate issue of The Assam Tribune, Guwahati {English daily} & Amar Asom, Guwahati {Assamese Vernacular daily} using most reasonable spaces and submit its bills/invoices in triplicate.
2. The P.S. to Vice-Chancellor, Cotton University for kind information of the Honourable Vice-Chancellor, CU
3. The Finance Officer, Cotton University
4. The Computer Systems Manager, Cotton University; is requested to float/upload the Recruitment Notice/detailed advertisement in the University's website
5. Office File

May
Registrar



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Panbazar, Guwahati: 781001

Recruitment Notice

No. Recruitment/CU/2025/02 Dt.23.04.2025

Applications are invited for Non-Teaching Post from candidates who are Indian Nationals and fulfil the requisite criteria.

For details, please visit www.cottonuniversity.ac.in

Sd/-,
Registrar

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May



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India

Website: www.cottonuniversity.ac.in

ADVERTISEMENT FOR NON-TEACHING POST

Job Advertisement No. Recruitment/CU/2025/02 Dated 23.04.2025

Applications are invited for Non-Teaching Post from candidates who are Indian Nationals and are committed to establishing a University of excellence, proud of working beyond the call of duty and upholding the highest standards of ethics & public accountability.

LAST DATE & TIME OF RECEIPT OF APPLICATIONS: - 14th May, 2025

Sl. No	Name of the Post, Number & Category of Post(s), Nature of Post, Scale of Pay, and Type of Recruitment	Essential Educational Qualifications, Work Experience, Desirable Criteria, and Age Limit
1	Name of the Post: Assistant Controller of Examinations Number & Category of Post(s): 01 – UR Nature of Post: Lien vacancy Scale of Pay: Rs.30,000/- to Rs.1,10,000/- + Grade Pay Rs.12,700/-	Essential Educational Qualification: Post graduate degree from a UGC/AICTE recognized University/Institute with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. Work Experience: Atleast 05(Five) years of post qualification experience in higher education administration or examination administration. Desirable Criteria: (i) Knowledge of regulatory standards and requirements related to examination administration. (ii) Working Knowledge of Samarth Portal in the line of NEP 2020. (iii) Proficiency in using technology and data base management. (iv) Good command over both English & Assamese languages. (v) Experience of working with faculty, students, staff, media, public, etc. in an academic setting of an University/HEI. Age Limit: Not more than 40 years as on 01.01.2025 [Relaxation of Age shall be allowed as per Government norms].

GENERAL TERMS & CONDITIONS: -

- Cotton University shall adopt a holistic approach towards scrutiny of the applications and reserves the right to: -
 - withdraw the advertised post at any time without assigning any reason thereof;
 - either fill or not fill the advertised post, and that its decision in this regard shall be final and binding upon all;
 - restrict the number of candidates to be called for the Selection Process by short-listing a limited number of candidates for the same in respect of the advertised post, although a much larger number may satisfy the minimum Eligibility Criteria;
 - disqualify any candidate who attempts to lobby or canvass to influence the Selection Process;
 - disqualify any candidate who may have been short-listed based on wrong information provided by him/her;



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- f. modify/cancel/withdraw any communication made to the candidate(s), even after appointment, if this has been the result of some inadvertent mistake either in the job advertisement or the recruitment process which may have been detected at a subsequent stage;
 - g. terminate a selected candidate at any stage of service and initiate legal proceedings against him/her who may have been selected/appointed based on wrong information provided by him/her.
2. Mere fulfilment of the minimum Eligibility Criteria comprising Essential Educational Qualifications and Work Experience shall NOT entitle a candidate for consideration and to be called for the Selection Process. Due weightage shall be given to candidates who fulfil the Desirable Criteria. The decision of the Screening Committee(s) for short-listing of candidates shall be final and binding upon all.
 3. The mandatory Processing Fee to the tune of Rs.1,000/- (Rupees One thousand only) is non-refundable and that it must be invariably deposited through the link <https://cottonuniversity.samarth.edu.in/feeportal/index.php/fee/fee-payment-miscellaneous/register>
Any reserved category applicant who applies for a reserved category post shall have to pay only 50% of the above specified amount {i.e. Rs.500/-}. However, such an applicant while applying for an unreserved category post shall have to pay the full amount of the stipulated Processing Fee {i.e. Rs.1,000/-}.
 4. Employed candidates must submit a 'No-Objection Certificate' from their current Employer and self-attested photocopies of Appointment Letter(s)/Order(s) in support of their employment & work experience along with their Application, failing which their candidature shall not be considered for scrutiny any further.
 5. Candidates belonging to reserved categories must submit a self-attested copy of the relevant certificates issued by the appropriate authority as specified by the Government of Assam, along with their Application.
 6. All degrees/diplomas of the applicants must be from recognized Boards/Councils/Universities/Institutions, as the case may be.
 7. The intending candidates must meet the relevant Eligibility Criteria and provide the relevant information which he/she possesses at the time of application. Candidates who do not fulfil the relevant Eligibility Criteria at the time of application shall not be eligible to apply for the post(s).
 8. The University shall process the Applications entirely based on the information/documents furnished by the candidates and that the registration of all candidates shall be provisional. In case the information/documents provided by them is/are found to be false/incorrect by way of omission or commission, then its responsibility & liability shall lie solely with the candidate, and that such Application shall be summarily rejected without any refund of fees.
 9. If, at any stage of the recruitment & Selection Process, it is detected that the information/documents submitted by a registered candidate is/are false or not in conformity with the Eligibility Criteria or the candidate has suppressed relevant information, then he/she shall 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. The University shall verify the character, antecedents, nationality, documents & credentials of the candidates not only at the time of scrutiny of Applications or the Selection Process but also at the time of appointment as well as during the tenure of service.
 11. The University shall not be responsible for any non-receipt of Application sent by a candidate owing to technical error and/or postal delay in receiving the same, on any account whatsoever. The University shall also not be responsible for any late receipt or non-receipt of Call Letters for the Selection Process owing to technical error or postal delay.



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Panbazar, Guwahati – 781001, India

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12. The selected candidates shall be governed by the New Pension Rules, 2005 or any other rules as mandated by the Government & other applicable authorities from time to time. The appointees shall receive the standard Pay & Allowances as per the rules & regulations, norms, orders, notifications, office memoranda issued from time to time by the Government of Assam and the Common Pay Committee for the State Universities of Assam.
13. All selected candidates, shall be on probation for a period of 01(One) Year; their performance shall be reviewed before the probationary period is over, after which they could be either confirmed/regularised or terminated or their probationary period extended {if deemed necessary}.
14. The requisite hard copies viz. – (i) the Counterfoil of the Processing Fee related Bank Challan, (ii) the filled-up Application Form, (iii) the No-Objection Certificate(NOC) from the current Employer and Appointment Letter(s)/Order(s), (iv) a self-attested photocopy of the Matriculation Admit Card/ Birth Certificate, (v) a set of self-attested photocopies of all Marks-sheets/Grade-sheets & Pass Certificates [pertaining to Matriculation/Class X, Higher Secondary/Class XII, Graduation, Post Graduation {if applicable}, Technical/Professional Qualification(s) {if any}, and any other Qualification(s)], Testimonials, and other relevant documents, and (vi) a self-attested copy of the valid Caste Certificate{if applicable} and the corresponding Form of Certificate{as applicable}, other certificate(s) {if applicable} – must reach the University in a Sealed Envelope during office hours on or before 14th May, 2025. The Sealed Envelope must be super-scribed as “Application for the post of ‘{name of the post applied for}’ at Cotton University :: Job Advertisement No. Recruitment/CU/2025/02” and addressed to –
- “The Registrar
Administrative Building
Cotton University
Panbazar, Guwahati, Assam
PIN Code–781001”
15. The requisite soft copies viz. the scanned replica of all the requisite hard copies {detailed above} must be e-mailed with the subject “Application for the post of ‘{name of the post applied for}’ at Cotton University:: Job Advertisement No. Recruitment/CU/2025/02” to recruitment@cottonuniversity.ac.in on or before 11:59 PM of 14th May, 2025.
16. Applications received after the last date & time or incomplete in any form or without relevant enclosures or without the mandatory Processing Fee shall be out-rightly rejected.
17. All Certificates, Marks-sheets/Grade-sheets, Appointment Letter(s)/Order(s), Testimonials, and other relevant documents must be produced in original for verification at the time of Selection Process {if short-listed}, failing which the candidate may not be allowed to appear for the Selection Process.
18. The decision of the University authorities during the different stages of the Selection Process shall be final and binding upon all.


Registrar

COTTON UNIVERSITY
Panbazar, Guwahati 781001, Assam
APPLICATION FORM FOR NON-TEACHING POSTS

Advertisement No. & Date:

Name of the Post Applied for:

Affix a recent
passport size
photograph and
sign across it

1. Name in full :

.....

2. Father's Name:

3. Gender :

4. Date and Place of Birth:

5. Nationality:

6. Marital Status:

7. Whether belonging to any reserved category:.....

(If so, give details and attach attested copy of the certificate)

8. Postal Address:

.....

.....

PIN.....Contact No.....

9. Permanent residential address :

.....

.....

PIN.....Contact No.....

10. Email ID:

24

11. Academic Qualification (beginning with SSC/SSLC or equivalent), supported with self-attested copies.

Examination Degree/ Diploma	University/ Institute	Subject	Year of Passing	% of marks; Grade Class/ Distinction if any

12. Are you employed in Government/ Semi Government/ Public Sector Undertaking? (If so, you are required to submit a "NO OBJECTION CERTIFICATE" from your present employer).

13. Are you under any contractual obligation to serve the Government/ Semi Government/ Public Sector Undertakings? If so, please give details.

14. Experience/ Details of present and previous employment, starting with the most recent one:

Name of the Post	Name of the Organization	Length of Service		Scale of pay/Pay band/AGP/GP As applicable	Temporary /Adhoc	Nature of Duties	Remarks
		From	To				

15. Please give details (Name, Designation, Address, Contact number, e-mail) of two referees who have agreed to provide confidential assessments of your work and abilities. They should be persons you have worked with closely.

1. Name:

Dept. /Designation:

Address:

Pin:

Contact No:

email ID:

2. Name:

Dept. /Designation:

Address:

Pin:

Contact No:

email ID:

M

How soon can you join, if selected? (Reasons thereof):
Any other additional information to support your candidature including details of technical projects and other activities (you may attach an additional sheet if necessary)
.....

I hereby declare that I have carefully read and understood the instructions and regulation referred here in and that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any information is found to be incorrect at any stage.

Date:.....

Place:.....

Signature of Candidate:.....

Name in full:.....

Designation/Dept.:.....

Address:.....
.....

Transaction IDDate:Name of bank:

Note: 1. The applicant should affix his/ her recent passport size photograph at the place provided in the bio-data form, failing which his/her candidature is liable to be rejected.

2. Send the completed application form to the Registrar at the address given here.

3. Please enclose attested copies of certificates and bring the originals with you, if called for test and/or interview.

List of enclosures (*please attach copies of certificates, publications etc wherever necessary*)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Signature of the Candidate

