



# COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India  
Website: [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)



## ADVERTISEMENT FOR THE POST OF CASHIER ON DEPUTATION BASIS

Advt No: - Recruitment/CU/2021/012/ 6096

Dated :- 2/9/2021

Applications are invited from the candidates from Government/Semi-government/Union territories/Universities/Public sector undertakings/Statutory bodies/Autonomous organization for filling up of a purely temporary post of Cashier on transfer on deputation on Foreign Service terms / short term contract basis, details of which are given below.

1. **Name of the post** : Cashier
2. **Category** : Unreserved
3. **Scale of pay** : Rs. 22,000/- to Rs. 87,000/- G.P. Rs.9,700/-
4. **Last date of receiving Application** : 29<sup>h</sup> September, Wednesday, 2021 (Soft Copy)  
6<sup>th</sup> October, Wednesday, 2021 up to 3 P.M. for hard copy.
5. **Age** : Below 45 years as on 01.08.2021.

### Essential qualifications:

- i. A Bachelor Degree in Commerce with at 50% marks or in equivalent grade in a point-scale wherever the grading system is followed.
- ii. At least 5 years of experience as Junior Assistant or equivalent post or 3 years of experience as Senior Assistant or equivalent post.

**Preferable:** Working experience in finance and Accounts department, Knowledge of working in Enterprise Resource Planning (ERP) system, Taxation, Audit, Cash Management and other work related to Finance, knowledge of computer, Tally, Online payment Procedure, Liasoning with Bank.

### TERMS AND CONDITIONS

1. The period of the post will be initially for a period of one year which may be extended for further periods subject to the performance evaluation in the organization and as per requirement. The service conditions during the period of Deputation/Foreign Service will be governed by Foreign/Deputation service rules of Govt. of Assam. No claim of permanent absorption will be entertained.
2. The period of deputation, in case of employee already on deputation in another ex-cadre post including the period of deputation held immediately preceding this appointment in the same or other organization/department shall not exceed five years.
3. Certificate by the employer to be submitted along with the application form as per the format given in Annexure-1.

*[Handwritten Signature]*



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4. The candidate should-
  - i. Mail soft copies of all relevant documents along with the complete application form to [recruitment@cottonuniversity.ac.in](mailto:recruitment@cottonuniversity.ac.in) on or before **29-09-2021** and
  - ii. The hard copy of the filled in online application form along with the certificate by employer (Annexure-1) and photo copies of other supporting certificates/ documents must reach **through Proper Channel to The Registrar, Cotton University, Panbazar, Guwahati-781001** on or before **06-10-2021 3.00 P.M.** failing which the online application form will not be considered.
5. The candidates must produce the original certificates/ documents/ testimonials at the time of interview.
6. Applications must be filled in the prescribe format available in the University website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). An application with incomplete documentation or incorrect information is liable to be summarily rejected.
7. Applications received after the last date will not be considered. The University will not be responsible for any postal delay.
8. The University reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process without assigning any reason. The decision of the University authority shall be final and no appeal in this regard shall be entertained.

#### HOW TO APPLY:

Open the recruitment link at the Cotton University website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

1. Download the prescribed application form in PDF format.
2. Fill up the application and Send it along with other testimonials as an attachment to a cover letter/ mail with the subject line "**Application for the post of Cashier**" at the following e-mail address [recruitment@cottonuniversity.ac.in](mailto:recruitment@cottonuniversity.ac.in)
3. Send the hard copies of the application form and photocopies of all relevant documents by registered post to "**The Registrar, Cotton University, Panbazar, Guwahati-781001, Assam, India**".

#### Last Date of submission of:

- |   |                                       |
|---|---------------------------------------|
| i. Soft copies of Application Form and other supporting documents:  | 29 <sup>th</sup> Sept 2021            |
| ii. Hard copies of Application Form and other supporting documents: | 6 <sup>th</sup> Oct 2021 by 3.00 P.M. |

  
Registrar



## COTTON UNIVERSITY

Panbazar, Guwahati: 781001

### Recruitment Notice

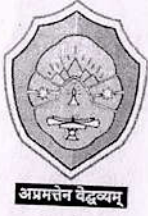
Applications are invited for the post of Cashier (on deputation) from candidates who are Indian Nationals and who fulfil the required qualification & experience. For all other information, details of posts, terms and conditions, please visit the University website, [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

Last date of submission is 29<sup>th</sup> September 2021.

Advt. No: - Recruitment/CU/2021/012

Registrar

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# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam

## Application Form for the post of Cashier

Advertisement No. & Date: Recruitment/CU/2021/012/ Dated 02 September 2021  
Application for the post : Cashier, On Deputation

(Photo)

1. Name in full : \_\_\_\_\_
2. Father's/ Spouse's name : \_\_\_\_\_
3. Date and Place of Birth : \_\_\_\_\_
4. Nationality : \_\_\_\_\_
5. Marital Status : \_\_\_\_\_
6. Permanent residential address: \_\_\_\_\_  
\_\_\_\_\_
7. Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_
8. Candidates Mobile No : \_\_\_\_\_
9. Candidates e-mail id : \_\_\_\_\_
10. Qualification (beginning from HSLC/SSC/SSLC or equivalent):

Examination passed	Board/ Council/ University	Subject taken	Year of passing	% of Marks/ Grade/ Class/ Distinction obtained

(Attach separate sheet if required)

11. (a). Date of entry into service: \_\_\_\_\_  
(b). Date of retirement from service: \_\_\_\_\_
12. Are you under any contractual obligation to serve the University/Government/Semi Government/Public Sector undertakings? If so, give details. \_\_\_\_\_  
\_\_\_\_\_

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

Name of the employer with address	Designation of the post held	Period		Salary Drawn*	Reason for Leaving	Nature of duty
		From	To			

(Please attach separate sheets if necessary)

\*Please provide nature of employment i.e. Permanent/ Contractual along with the Pay band and Grade Pay (if applicable) and the Gross emoluments drawn in the current position held (attach recent payslip).

14. How soon can you join, if selected? (Reasons thereof): \_\_\_\_\_

15. Any other additional information to support your candidature (you may attach additional sheets if necessary).-----  
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**Self-Declaration:**

I declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the candidate

**Note:**

1. Applicant should affix his/her recent passport size photograph at the place provided in the application form, failing which his/her candidature is liable to be rejected. Photograph should not be stamped.
2. Send the complete application form to the Registrar at the address given in the advertisement in time.
3. Please enclose self attested copies of certificates and bring the originals with you, if called for test/interview.

## ANNEXURE-1

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### Certificate by the employer/ Controlling Authority

It is to certify that the information /details provided in the attached application form by the applicant are true and correct as per the facts available on records. He/ She possess requisite educational qualifications and experience mentioned in the advertisement. There is no vigilance or disciplinary proceedings pending/ contemplated against Sri/Smti.

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The authority has "No Objection" in forwarding his/ her application for the post as mentioned in the advertisement by Cotton University. If selected he/she will be relieved immediately..

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(Signature of employer/Controlling Authority with seal)



# COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

अग्रमतेन वेदव्यम्

No.: CU/GAD/2018/150/ 6097-6106

Date: 2/9/2021

## Recruitment Notice

Applications are invited for the post of Cashier (on deputation) from candidates who are Indian Nationals and who fulfil the required qualification and experience.

Sl. No.	Recruitment Notice No.	Particulars
1	Recruitment/CU/2021/012, Dated 02.09.2021	Application for the post of Cashier (On Deputation)

The detailed Advertisement and application form can be downloaded from the CU website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). Last date of submission of filled in application form to the undersigned is 29<sup>th</sup> September 2021.

  
Registrar

Memo No.: CU/GAD/2018/150/ 6097-6106

Date: 2/9/2021

Copy for information to:

1. PS to the Hon'ble Governor of Assam and Chancellor, Cotton University.
2. PS to the Hon'ble Minister, Education, Govt. of Assam.
3. The Commissioner and Secretary to the Government of Assam, Higher Education Department.
4. The Commissioner & Secretary, Secretariat Administration Department with a request to forward the applications from his end.
5. PS to Vice Chancellor for the appraisal of the Hon'ble Vice Chancellor.
6. The Director of Higher Education, Kahilipara.
7. The Director, Information and Public Relation, GOA with a request to publish the above advertisement (softcopy enclosed) in immediate one of each the Assam Tribune and The Aamar Axom and bills in triplicate for release of payments.
8. Finance Officer
9. Computer System Manager, he is requested to upload the matter in the University website.
10. Office file.

  
Registrar