



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India
Website: www.cottonuniversity.ac.in



Advertisement for Non-Teaching Post

Applications are invited for the following post from candidates who are Indian nationals and are committed to establish a University of Excellence, proud of working beyond call of duty and uphold the highest standard of ethics and public accountability.

Last date of receipt of application: - 14-September 2023 (Soft Copy), 18-September 2023 (Hard copy)

Advt No: - Recruitment/CU/2023/14

Dated: - 23.08.2023

S No	Name of the post	Number of post (s), scale of pay and qualification
1	Finance Officer	<p>Number of Posts: - 1 (one) UR</p> <p>For a term of 5 years.</p> <p>Pay Scale: - Rs. 79,800/- to Rs. 2, 11,500/-+ Other allowances as admissible (Revised Scale) Academic Level 12.</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</p> <p>(i) at least 8 years of experience at a management level in Finance and Accounts in Govt Organization or Public Sector Undertaking/Research Organization</p> <p>or</p> <p>(ii) a professional qualification from either ICWAI or ICAI or MBA Finance with five years of experience at Management level in Finance and Accounts in Govt Organization or Public Sector Undertaking/Research Organization</p> <p>Desirable: (i) Computer literacy to oversee installation of appropriate software and computerization of all finance and accounts and stores related matters with good interpersonal skills. (ii) preference will be given to candidate with commerce or finance background in the Post Graduate level and (iii) for candidates who have prior experience in working in an educational institute.</p> <p>Age limit: - Upto 55 years (as on the July 1st 2023)</p>

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GENERAL TERMS AND CONDITIONS:-

Cotton University shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:

- (a) withdraw the advertised post at any time without assigning any reason;
- (b) either fill or not fill the post, and its decision in this regard shall be final;
- (c) appoint a candidate who may be on deputation / lien from a reputed educational / research institution, a Government organization or a Public Sector Undertaking.
- (d) short list a limited number of candidates for interview and/or test for the post, although a much larger number may satisfy the minimum criteria (mere fulfilment of minimum criteria will NOT entitle a candidate to be called for test/interview)
- (e) disqualify any candidate who attempts to lobby or canvass to influence the selection process;
- (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 advertisement or the recruitment process which may have been detected at a different stage;
- (g) disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate. Persons who may be selected/appointed based on the wrong information provided by him/her may be terminated at any stage.
- (h) Persons who are currently employed must submit a 'No objection certificate' from their current employer at the time of interview, without which their candidature will not be considered further.
- (i) Candidates from reserved categories must submit an attested copy of the relevant certificates signed by the appropriate authority as specified by the Government of Assam, along with their application form. Age and qualification will be relaxed for reserved category candidates as per Government of Assam Norms.
- (j) All degrees of candidates must be from recognized Boards/ Councils and Universities/ Institutions as the case may be.
- (k) 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.
- (l) Applications must be filled up in the format described in the form. Please download the form from the website and fill it carefully and correctly. An application with incomplete documentation or incorrect information is liable to be summarily rejected.
- (m) All documents can be self attested. The filled up Application form along with all the required documents must reach the office of the **Registrar, Administrative Building Cotton University, Panbazar Guwahati – 781001** before **5.00 PM of the last date of RECEIPT OF THE APPLICATION (Hard Copy)**. 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.



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(n) The University will verify the antecedents and documents and nationality 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.

(o) Applications received after the last date shall be rejected, and no document will be considered after the last date. The University will not be responsible for any postal delay. Applications for posts must be accompanied by a Bank Challan (available in University website) of Rs. 2,000/- only as processing fee for the application;. Reserved Category of (SC, ST P, ST H, EWS, PwD) applicants need to pay 50 per cent of the above specified amount. This application fee is non-refundable

(p) 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.

(q) Selected candidates will be governed by the New Pension Rules, 2005. Selected candidates will receive the standard Government of Assam allowances. If any selected candidate joins on deputation/lien from another educational/research organization, government organization, or public sector undertaking, standard Government norms and CU rules and regulations in this regard will be applicable.

(r) All selected candidates, 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 may be extended, if found necessary.

Filled up application with relevant documents should reach:

Registrar

Administrative Building (First Floor)

Cotton University

Panbazar, Guwahati-781001

Soft copy to be mailed to - recruitment@cottonuniversity.ac.in

Last date of receipt of application: -

For Soft copy: 14th September 2023

For Hard copy 18th September 2023

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23/8/23
Registrar
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