



COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

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

স্বাধীনতা বিদ্যালয়

No.: CU/GAD/2018/150/

Date:

Recruitment Notice

Applications are invited for various Non Teaching post from candidates who are Indian Nationals and who fulfil the required qualification and experience.

Sl. No.	Recruitment Notice No.	Particulars
1	Recruitment/CU/2020/004, Dated 07.03.2020	Application for the Post of Controller of Examinations, Director Students Welfare and Store Officer

The detailed Advertisement and the copy of Challan can be downloaded from the CU website www.cottonuniversity.ac.in . Last date of submission of filled in application form to the undersigned is 4th April 2020.

Registrar

Memo No.: CU/GAD/2018/150/ 2892-96

Date: 7/3/2020

Copy for information to:

1. PS to VC for information of Hon'ble Vice Chancellor
2. Director, DIPR, GoA with a request to publish the above advertisement (softcopy enclosed), in immediate one issue of the Assam Tribune and Amar Asom and submit the bills in triplicate for release of payments.
3. Finance Officer.
- ✓ 4. System Manager to upload this notice in the University website.
5. Office File

Registrar



COTTON UNIVERSITY

Panbazar, Guwahati: 781001

Recruitment Notice

Applications are invited for various non – teaching posts (Controller of Examinations, Director Students Welfare and Store Officer) 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

Last date of submission is 4th April 2020.

Advl. No: - Recruitment/CU/2020/004

Registrar

Subin
7/3/2020



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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: - 04.04.2020

Advt No: - Recruitment/CU/2020/04

Dated: - 07.03.2020

S No	Name of the post	Number of post (s), scale of pay and qualification
1	Controller of Examinations	<p>Number of Posts: - 1 (one) UR</p> <p>For a term of 5 years.</p> <p>Pay Scale:- Pay Band of Rs. 1,44,200/- to Rs. 2,18,200/- + Other allowances as admissible (Revised Scale)</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 15 years of experience as Assistant Professor in the Academic Level 11 and above, or with 8 years of service in the Academic Level 12 and above including as Associate Professor, along with experience in educational administration; or</p> <p>(ii) Comparable experience in research establishment and/or other institutions of higher education; or</p> <p>(iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable: Experience in examination system, computer/software/automation of academic administration. Should have good interpersonal skills to interface with students, teachers, staff, public and media at all levels. A PhD degree is desirable but not essential.</p> <p>Age limit: - Below 55 years (on the date of application)</p>

Filed
7/3/2020



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02

Director of Students
Welfare

Number of Posts: - 1 (one) UR

For a term of 5 years.

Pay Scale:- Pay Band of Rs. 1,44,200/- to Rs. 2,18,200/- + Other allowances as admissible (Revised Scale)

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 Academic Level 11 and above, or with 8 years of service in the Academic Level 12 and above including as Associate Professor, along with 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.

Desirable: Experience in Student's welfare, sports activities etc. Should have good interpersonal skills to interface with students, teachers, staff, public and media at all levels. A PhD degree is desirable but not essential.

Age limit: - Below 55 years (on the date of application)

Signature
7/13/2020



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3	Store Officer	<p>Number of Posts: - 1 (one) UR</p> <p>Pay Scale:- Pay Band of Rs. 30,000/- to Rs. 1,10,000/- + GP- Rs. 14500/- (Revised Scale)</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 (55% both in Post-Graduate and Under-graduate); along with (i) at least 10 (ten) years of experience in the line of general administration/store & purchase/Finance and accounts.</p> <p>Desirable: Proficiency in English and Assamese; proficient in drafting letters; good organizational skills; knowledge of government norms and rules, good Interpersonal skills. Preference will be given to candidates who have prior experience of working in store and purchase section also candidate must be well versed with the use of office packages in general and Libre Calc / MS Excel in particular. Experience in working in any Store & Inventory management application would be an added advantage.</p> <p>Desired age limit: below 45 years</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:
- relax any requirements of experience and age for exceptional candidates, especially for those from reputed educational/research Institution and having a good track record;
 - withdraw the advertised post at any time without assigning any reason;
 - either fill or not fill the post, and its decision in this regard shall be final;
 - appoint a candidate who may be on deputation / lien from a reputed educational / research institution, a Government organization or a Public Sector Undertaking
 - 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)
 - disqualify any candidate who attempts to lobby or canvass to influence the selection process;
 - 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;
 - 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.

Persons who are currently employed must submit a 'No objection certificate' from their current employer along with their application, without which their application will not be considered further.

Signature
7/3/2020



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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.

All degrees of candidates must be from recognized Boards/ Councils and Universities/ Institutions as the case may be.

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.

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.

All documents can be self attested. The filled up Application form along with all the required documents must reach the office of the Registrar before the last date. A soft copy of the filled in application form along with all the requisite documents must be sent to recruit2019@CottonUniversity.ac.in (PDF File Only) 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.

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.

Applications received after the last date shall be rejected. The University will not be responsible for any postal delay. Applications for posts must be accompanied by a Bank Challan of Rs. 2,000/- only (For S No 1 & 2) and Rs. 1000/- (For S No 3) as processing fee for the application;. Reserved Category applicants need to pay 50 per cent of the above specified amount. This application fee is non-refundable

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.

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.

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 extended, if found necessary.

Registrar

Julien
7/13/2020