



# COTTON UNIVERSITY

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

CU/GAD/2018/150/

Dated 04.12.2023

Advt No:- Recruitment/CU/2023/20

## Advertisement for Non-Teaching Post

Applications are invited for the following 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 and public accountability.

**Last date of receipt of application: - 26<sup>th</sup> December 2023 (Soft Copy) 02<sup>nd</sup> January 2024 (Hard Copy)**

1	Jr. Assistant	OBC/MO BC - 01	Rs. 14,000/- to 70,000/- + GP- Rs 8700/-	<b>Essential Qualifications:</b> An graduate degree from a recognized University with at least 50 per cent marks or its equivalent in the CGPA scale; Functional computer literacy. <b>Preferable:</b> experience in a reputed Govt. firm or institution of higher education/research institution in an equivalent position; proficiency in English and Assamese; capable of multi-tasking. <b>Age limit:</b> 43 years
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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.
- age will be calculated as on 1<sup>st</sup> December 2023.

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(j) 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.

(k) the existing contractual/temporary workers with desired qualifications of the Cotton University will be given maximum 10% weightage on the length of service rendered by them to the University

(l) Candidates from reserved categories must submit an attested copy of the relevant certificate including an updated non-creamy layer certificate 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.

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

**(n) Applications must be filled up in the format described in the University website.** An application with incomplete documentation or incorrect information is liable to be summarily rejected. The filled up application shall be send to The Registrar, Cotton University Administrative Block Panbazar, Guwahati - 781001. The soft copy of the application may be sent to [recruitment@cottonuniversity.ac.in](mailto:recruitment@cottonuniversity.ac.in)

(o) 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.

(p) 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.

(q) Applications received after the last date shall not be entertained. Applications processing fees is Rs. 500/-. This application fee is non-refundable. All fees to be paid in University Bank Challan available in the University website

(r) The decision of the University authorities during the different stages of the selection process will be final and binding.

(s) Selected candidates will be governed by the New Pension Rules, 2005. Selected candidates will receive the standard allowances as per CPC rules as approved. 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.

(t) 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 regularised, terminated or their probationary period extended, if found necessary.

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Last date of application – 26<sup>th</sup> December 2023 (Soft Copy)

*Manoj Kumar*

Registrar

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