



COTTON UNIVERSITY

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

CU/GAD/2018/150/6550

Dated 2/8/18

Advt No:- Recruitment/CU/2018/008

Advertisement for Non-Teaching Post

Applications are invited for the following posts 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: - 27.08.2018

Sl No	Name of Post	Category & No of vacant posts	Scale of Pay (Revised)	Qualifications
1	Store Officer	UR - 1	Rs. 30,000/- to 1,10,000/- + GP- Rs 14500/-	<p>Essential Qualifications: A post-graduate degree from a recognized University with at least 50 per cent marks or its equivalent in the CGPA scale; service experience for at least 07 (seven) years in the line of general administration, out of which 5(five) years must be in a responsible post in the rank of Superintendent or equivalent or still higher post in Govt./ Semi Govt. or Recognized Public Institutions/ Undertakings; functional computer literacy.</p> <p>Preferable: 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 has prior experience of working in store and purchase section</p> <p>Desired age limit: below 45 years</p>
2	Assistant Librarian**	UR - 01	Rs. 30,000/- to 1,10,000/- + GP- Rs 14500/-	<p>Essential Qualifications: A post-graduate degree in Library Science/Information Science/Documentation Science from a recognized University with at least 50 per cent marks or its equivalent in the CGPA scale;</p> <p>Qualifying in the national level test (NET) conducted for the purpose by UGC or any other agencies approved by UGC.</p> <p>However candidates who have been awarded PhD degree in accordance with the UGC (Minimum Standard and awards of PhD degree) or its equivalent from Universities outside India shall be exempted from the above requirement</p> <p>Minimum 5 years of working in a Library at a responsible position.</p> <p>Preferable: Proficiency in English and Assamese; proficient in library works; good organizational skills; knowledge of government norms and rules, good interpersonal skills. Experience in library management software</p> <p>Desired age limit: below 45 years</p>
3	Assistant Registrar (F&A)	UR-01	Rs. 30,000/- to 1,10,000/- + GP- Rs 12,700/-	<p>Essential Qualifications: A post-graduate degree in commerce from a recognized University with at least 50 per cent marks or its equivalent in the CGPA scale; service experience for at least 2 (Two) years in the line of Finance and Accounts in a responsible post in the GP of Rs. 4200/- (pre-revised) and above or equivalent or still higher post in Govt./ Semi Govt. Or Recognized Public Institutions/ Undertakings; with functional computer literacy and Financial Package</p> <p>Or – A graduate degree in commerce from a recognized University with at least 50 per cent marks or its equivalent in the CGPA scale; service experience for at least 5 (Five) years in the line of Finance and Accounts in a responsible post in the GP of Rs. 4200/- (Pre Revised) and above or equivalent or still higher post in Govt./ Semi Govt. Or Recognized Public Institutions/ Undertakings; with functional computer literacy.</p> <p>Preferable: Proficiency in English and Assamese; proficient in financial works; good organizational skills; knowledge of government norms and rules, good interpersonal skills. Computer Literacy.</p> <p>Desired age limit: below 45 years</p>

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4	Administrative Officer	UR-01	Rs. 30,000/- to 1,10,000/- + GP- Rs 15,700/-	<p>Essential Qualifications: BE/BTech/MCA/MSc(IT/CS) with at least 55% or M.Tech (CS/IT/Electronics/Instrumentation)</p> <p>Experience- At least 10 years of experience in a educational institute of reputed or public sector undertaking (8Yrs for MCA/MSc, 5 Years for M.Tech Graduates) OR having 5 years of regular service in the grade pay of Rs. 6300/- (pre revised)</p> <p>Desirable: Experience in work flow automation/experience of R&D project as investigator.</p> <p>Nature of Job: - To assist in implementation of e-Administration of the University.</p> <p>Desired age limit: below 45 years</p>
5	Jr. Engineer (Civil)	UR - 1	Rs. 22,000/- to 87,000/- + GP- Rs 9700/-	<p>Essential Qualifications: A B.E./B. Tech. or its equivalent degree/ diploma in Civil Engineering from a recognized Institute/University with at least 50 percent marks or its equivalent in the CGPA scale; functional computer literacy.</p> <p>Preferable: service experience in a Govt. or private organization; proficiency in English and Assamese; proficient in drafting letters; good organizational skills; Knowledge of government norms and rules, good interpersonal skills and computer skills.</p> <p>Desired age limit: below 38 years</p>
6	Jr. Assistant	UR - 01 OBC/MOBC - 01	Rs. 14,000/- to 49,000/- + GP- Rs 8700/-	<p>Essential Qualifications: An graduate degree from a recognized University with at least 50 per cent marks or its equivalent in the CGPA scale; Functional computer literacy.</p> <p>Preferable: 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.</p> <p>Desired age limit: below 44 years</p>

**** Candidates who had earlier applied for the post of Assistant Librarian vide advt number CCSU/ACAD/01/2015 dated 12th May 2015 needs to apply again however they need not pay the application fees applicable.**

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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 on the last date of submission of the application form.

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.

For the post at S. No 6 (Junior Assistant), the minimum/essential qualification may be relaxed for those person currently working at Cotton University.

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.

Applications must be filled up online in the format described in the University website. No offline form will be accepted. Also it is not necessary to send the documents to the University Office. An application with incomplete documentation or incorrect information is liable to be summarily rejected.

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.

Only
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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 not be entertained. Applications processing fees for **S No 1 to 4 is Rs. 1,000/- only and for S No 5 and 6 is Rs. 500/-**. Reserved Category applicants need to pay 50 per cent of the above specified amount. This application fee is non-refundable. All fees to be paid online.

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

Chh
2/8/18
Registrar