



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India

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

Advertisement no: Recruitment/CU/2025/12/7393

Dated: 21.11.2025

Advertisement for Walk-in-Interview

Cotton University invites eligible and interested candidates to appear in a Walk-in Interview for engagement on purely contractual basis, initially for a period of eleven months, which may be renewed based on requirement and performance evaluation. The contractual positions will neither be regularized under Cotton University nor will be absorbed under any job of Cotton University in future, and no person(s) so engaged shall have any right(s) to claim for permanent absorption in any post(s) in Cotton University.

Post No.	Name of the Post	Consolidated Gross remuneration (per month)	No. of posts	Other benefits	Date of interview	Reporting Time
1	Placement Officer	30,000/-	1		27.11. 25	9.30AM – 10.30AM
2	Multi Tasking Assistant (Accounts)	18,000/-	1	ESI benefits as per prevailing rule	28.11. 25	9.30AM – 10.30AM
3	Multi Tasking Assistant	15,000/-	1		28.11. 25	9.30AM – 10.30AM

Venue : Conference Hall , MCB Building Ground Floor.

Essential Qualification & Experience :

Post No. 1 Placement Officer :

Essential Qualification:

- i) Masters Degree in any discipline from reputed Institution/University with 55% of marks.

Desirable Qualifications: (a) Possessing MBA-HR from reputed Institution.

(b) Exposure to corporate world in Human Resources/Training/ Career Counseling & placement

Experience: (a) Minimum 2years of proven experience (desirable) in the relevant field/similar academic Institutions and preference will be given to candidates proficient in liaisons with various industries for placement activities.

(b) Experience in Assam is desirable.

Qualifications and experience must be supported by self-attested copies of the certificates. Original supporting documents must be produced at the time of interview/ appointment.

Age: Candidate below 45 years may apply.

Required Qualities:

The applicant should possess-

- Excellent communication skill (oral & written) and interpersonal skills.
- Ability to create and build reciprocal relations with industries/manufacturing plants, PSUs, MNCs and other organizations.
- Ability to facilitate industry/institute interactions.

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- Positive attitude, proactive and optimistic nature, ability to work and keep calm under pressure.

Role and Responsibilities:

- Finding placement opportunities for students
- Liaising with students and employers during placement events
- To arrange for interview facilities at campus and written test halls
- Negotiating terms of placement with providers
- Conducting pre-placement background checks, arranging for skill development and entrepreneurship development sessions
- Necessary documentation
- To coordinate and report The Coordinator of the Placement and the Career Counseling Cell.

Post No. 2 Multi-Tasking-Assistant (Accounts) :

Essential Qualification:

(i) B.Com. (Preferably Major in Accountancy)

(ii) Additional Requisition :

- Hands on knowledge in Tally ERP
- Proficiency in MS Word, Excel, PowerPoint
- Preference will be given to experienced candidates.
However, fresher may also attend the interview.
- The candidates must be able to work independently and under multiple work pressure.
- Knowledge of accounting regulations and procedures.
- Good Command over English Language essential for the position.

Post No 3 Multi -Tasking -Assistant:

Essential Qualifications:-

- Graduate/Post Graduate in any discipline.
- At least 1-5years of relevant work experience preferably in Academic Section/Department of any Higher Educational Institution/University of repute.
- Good Command over English Language.
- Computer Proficiency which includes *inter alia* Office packages.
- Adequate exposure to physical Office Filing System and administrative duties preferably pertaining to the Academic Section/Department of a Higher Educational Institution/University.

Desirable Qualifications:-

- PGDCA/DCA (1-Year Duration) from a Government recognized Institute or BCA/BSc-IT/MCA/MSc-IT or MSc-CS from a UGC recognized University;
- Organizing skills with the ability to stay focused on assigned jobs with a multitasking capability.

Other Details:-

- Age: Maximum 40 years as on the date of interview.
- Duration: initially for a period of eleven(11) months which is likely to be extended subject to satisfactory performance;
- Joining: immediately upon appointment.

General Terms & Conditions:-

- The selected candidate shall have to abide by all rules & regulations of the University as amended from time to time.

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- Since the position is purely contractual, the relevant employment contract may be terminated at any moment by the University authority without giving any prior notice in connection thereof.
- The selected candidate shall have to be present at the department/section during the entire duration of office hours and must be ready to work beyond the stipulated office hours as well.
- The University reserves the right to cancel/withdraw/postpone this job advertisement at any time without citing any reason thereof or not to appoint any person if suitable candidates are not found.

General Instructions:

- No. candidates shall be allowed to appear the interview after the reporting time.
- Candidates must bring their original certificates, marks sheets, experience certificates and one set of self-attested photocopies along with a recent passport-size photograph.
- Updated Resume with relevant details must have to be carried along.
- No TA/DA will be paid for attending the interview.

Hiren Sen
Registrar-in-charge

Memo No.: : CU/GAD/2022/283/ 7393-98

Date: 24.11.2025

Copy for information to:

1. PS to VC for information of Hon'ble Vice Chancellor.
2. Academic Registrar, Cotton University.
3. Dean, Students' Welfare, Cotton University.
4. Finance Officer, Cotton University.
- ✓ 5. System Manager with a request to upload this Notice on the University website.
6. Office File.

Hiren Sen
Registrar-in-charge