

## OFFICE OF THE REGISTRAR::GAUHATI UNIVERSITY :: GUWAHATI- 14

## RECRUITMENTS ADVERTISEMENT

## Advertisement No. NTS- 2/2014

Applications on prescribed format are invited for the following posts in Gauhati University.

Sl. No.	Name of the Post	No. of Post	Reservation	Salary
1	Treasurer	1	UR	Pay Band Rs. 37,400/- to 67,000/- & Grade Pay of Rs. 10,000/-
2	Academic Registrar	1	UR	Pay Band Rs. 37,400/- to 67,000/- & Grade Pay of Rs. 10,000/-
3	Director of Students' Welfare	1	UR	Pay Band 15,600/- to 39,100/- & Grade Pay of Rs. 7,600/-

## Qualifications &amp; Experience

## 1. Treasurer:

**Essential Qualifications:**

A Master's Degree with at least 55% of marks or its equivalent grade of B in UGC seven point scale or Professional qualification from the Institute of cost and work Accountants of India (ICWA) or from the Institute of Chartered Accountant of India (ACA/AFA).

**Essential Experience:**

(i) At least 15 years of experience as Assistant Professor in the AGP of Rs 7,000 and above or with 8 years of service in the AGP of Rs 8,000 and above including as Associate Professor along with experience in administration/ finance & accounts of higher educational institutions.

OR

(ii) Comparable experience in research establishment and /or other institutions of higher education,

OR

(iii) 15 years administrative experience or experience at management level in Finance & Accounts of which 8 years shall be as Deputy Registrar/Deputy Finance Officer or equivalent post.

**Desirable Qualifications:**

- (i) Working experience of Budgeting & Financial Accounting etc. in Autonomous Bodies/ Universities
- (ii) Good working knowledge of rules & regulations of State Universities relating to Accounts/audit, service conditions and related financial matters.

**Mode and Tenure of Appointment:**

The appointment shall be made either on deputation or on direct recruitment basis for a term of 5 (five) years.

**Age :** Not less than 45 years and not more than 55 years on the last date of submission of application and shall retire at the age of 60 (sixty) years.

## 2. Academic Registrar

**Essential Qualifications:**

A Master's Degree with at least 55% of marks or its equivalent grade of B in UGC seven point scale

**Essential Experience:**

(i) At least 15 years of experience as Assistant Professor in the AGP of Rs 7,000 and above or with 8 years of service in the AGP of Rs 8,000 and above including as Associate Professor along with experience in academic administration of higher educational institutions.

OR

(ii) Comparable experience in research establishment and /or other institutions of higher education,

OR

(iii) 15 years administrative experience of which 8 years shall be as Deputy Registrar or equivalent post.

**Mode and Tenure of Appointment:** Direct recruitment or deputation basis. The Post is permanent.

**Age :** Not less than 45 years and not more than 55 years on the last date of submission of application and shall retire at the age of 60 (sixty) years.

**3. Director of Students' Welfare**

**Essential Qualifications:**

A Master's Degree with at least 55% of marks or its equivalent grade of B in UGC seven point scale

**Essential Experience:**

(i) Nine years' of experience as Assistant Professor in the AGP of Rs 6,000 and above with experience in educational administration.

OR

(ii) Comparable experience in research establishment and /or other institutions of higher education,

OR

(iii) 5 years administrative experience as Assistant Registrar or equivalent post having Grade Pay not less than Rs 5,400

**Desirable Qualifications:**

(i) Experience of organizing competitions and conducting coaching camps.

(ii) Evidence of having produced good performance teams/ athletes for competitions like state/national/inter University/ combined University etc.

**Mode and Tenure of Appointment:** Direct recruitment or deputation basis. The Post is permanent.

**Age :** Not less than 35 years and not more than 45 years on the last date of submission of application and shall retire at the age of 60 (sixty) years. For internal candidates there shall be no age bar.

## INSTRUCTIONS & INFORMATIONS

**(i)Application form:** Prescribed application form, the details of qualifications & other are available in the University website- [www.gauhati.ac.in](http://www.gauhati.ac.in) . The candidates may download the application form from the above website. Application in any other form will not be accepted.

**(ii)Application fee & Last date:** Candidates will be required to pay an amount of Rs.1000/- (Rupees One Thousand) only and in case of SC/ST Rs 500/- (Rupees Five Hundred)only by Demand Draft in favour of the "**Registrar, Gauhati University**" payable at SBI, G.U. Branch as an application fee for the post. Completed applications in the prescribed form along with necessary enclosures must reach "**The Registrar, Gauhati University, Guwahati - 14 latest by 13<sup>th</sup> March ,2014. Two copies of** application with all testimonials are needed to be submitted. The envelope containing the application form must indicate the name of the post & advertisement No.

**(iii)**Those are in employment should submit their applications through proper channel or may submit a NO OBJECTION CERTIFICATE from the employer.

**(iv)**Separate application along with application fee should be submitted for each post applied for.

**(v)**Attested copies of Mark sheets, Birth Certificate, Educational Certificates and Experience Certificates etc. must be attached to the application. Incomplete applications or applications without relevant enclosures will be out rightly rejected.

**(vi)**Stringent criteria may be applied while short listing the applications. Only short listed candidates will be called for interview. The University reserves its right to limit the total number of candidates to be called for interview.

**(vii)**The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.

**(viii)** University will not be responsible for late / non receipt of call letters for test/ interview due to postal delay.

**(ix)** Candidates if found indulging in canvassing in any form will be disqualified.

**(x)**Candidates will have to appear before the Selection Committee for an interview at their own cost when called for

**Registrar  
Gauhati University**

**Memo No. GU/Estt/OCR/Advt. & App./2014/ 10,229-328**

**Date:- 20-02-2014**

**Copy forwarded for information and necessary action to:**

1. The Treasurer, G.U.
2. The Secretary, University Classes, G.U.
3. The Secretary to V.C., G.U.
4. The Statistician, G.U.
5. The University Employment Guidance Bureau, G.U.
6. M/s. Gulf Advertising, Sukreswar, Panbazar, Guwahat-1 with a request to publish the above advertisement in the next immediate one issue of Assam Tribune using minimum space.
7. The Advertising Manager, AIU House, Kotla Marg, New Delhi- *with a request to publish the above advertisement in the next immediate issue of the esteemed Journal using most minimum space.*
8. The System Administrator, G.U. for putting in G.U. website.
9. The concerned file.

**Registrar  
Gauhati University**