

OFFICE OF THE REGISTRAR
GAUHATI UNIVERSITY : GUWAHATI - 781 014 (ASSAM)
Advertisement No. NTS-5/2015

Application are invited for one post of **Secretary to Vice-Chancellor with additional responsibilities of a Public Relation Officer**, Gauhati University in the Scale of Rs. 12,000/- - 40,000/- & Grade Pay of Rs. 6,300/- Plus usual allowances admissible under the University Rules.

Age : Minimum 28 years as on 1st January, 2015
Maximum age limit 50 years as on 1st January, 2015

INSTRUCTIONS & INFORMATION

1. **Application Form** : Prescribed application form, the details of qualifications & other are available in the University website : www.gauhati.ac.in. The candidate may download the application form from the above website. Application in any other form will not be accepted.
2. **Qualifications** :
Required minimum qualification is MBA or MPM or MPA (with three years experience) or Post Graduate Diploma in Management with specialization in HRD or Hospitality Management (with five years experience). Candidates should have skill in use of computer including typing and should be familiar with Government Rules & Regulations. Knowledge in Shorthand will be an added advantage. Experience in educational administration would be preferred.
3. **Mode and Tenure of Appointment** : Temporary (likely to be permanent).
4. **Application fee & last date** : Candidates will be required to pay an amount of Rs. 1,000/- (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, GU 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 18th June, 2015.** 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.
5. Those are in employment should submit their applications through proper channel or must submit the “**No Objection Certificate**” from the employer.
6. Attested copies of Marksheets, 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.
7. 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.
8. The University reserves the right to withdraw any advertised post at any time without assigning any reason thereof. 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.
9. University will not be responsible for late/non receipt of call letters for the test/interview due to postal delay.
10. Candidates if found indulging in canvassing in any form will be disqualified.
11. Candidates will have to appear before the Selection Committee for an interview at their own cost when called for.

Registrar
Gauhati University