

**OFFICE OF THE REGISTRAR  
GAUHATI UNIVERSITY: GUWAHATI - 781014**

**RECRUITMENT ADVERTISEMENT  
Advertisement No. NTS-2/2016**

Application on prescribed format are invited for the following post in Gauhati University

Sl. No.	Name of the Post	No. of Post	Reservation	Salary
1.	Academic Registrar	1	UR	Pay Band Rs. 37,400/- to 67,000/- & Grade Pay of Rs. 10,000/-

Qualifications & Experience

Essential Qualifications :- A Master's degree with at least 55% 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 a research establishment and/or other institutions of higher education.  
*or*
- III. 15 years of 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.

**INSTRUCTION & INFORMATION**

- i. **Application form :** Prescribed application form, the details of qualifications and other are available in the University **website-www.gauhati.ac.in**. The candidates may download the application form from the above website. Applications in any other form will not be accepted.
- ii. **Application Fees & 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 "**Registrar, Gauhati University**" payable at SBI, G.U. Branch as application fees for the post.

-: 2 :-

Completed applications in the prescribed form along with necessary enclosures must reach "The Registrar, Gauhati University, Guwahati-14" latest by **17<sup>th</sup> February, 2016** **Two copies of applications** with all testimonials are needed to be submitted. The envelope containing the application form must indicate the name of the Post and 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. Attested copies of Mark sheets, Birth Certificate, Educational Certificates and Experience Certificates etc. must be attached to the application. Incomplete application or application without relevant enclosures will be outrightly rejected.
- v. 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.
- vi. 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.
- vii. University will not be responsible for late/non-receipt of call letters for test/interview due to postal delay.
- viii. Candidates if found indulging in canvassing in any form will be disqualified.
- ix. 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./NTS-2/2016/8491-540 Date: 02.02.2016**

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

1. The Treasurer, G.U.
2. The Secretary, University Classes, G.U.
3. All Teaching Heads, G.U.
4. All Administrative Heads, G.U.
5. The Secretary to V.C., G.U.
6. The Statistician, G.U.
7. The University employment Guidance Bureau, G.U.
8. M/S, Gulf Advertising- with a request to publish the above advertisement in next immediate one issue of Assam Tribune using minimum space.
9. 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.*
10. Guard file-Officer's Advertisement.
11. The System Admn., G.U. *for putting in G.U. website.*
12. The concerned file

Registrar,  
Gauhati University





# GAUHATI UNIVERSITY : GUWAHATI - 14 : ASSAM

## APPLICATION FORMAT FOR ADMINISTRATIVE POSTS

(Direct Recruitment)

*NB: Incomplete Applications, Applications without the application fees or without the signature are likely to be rejected.*

a. ADVERTISEMENT NO. & DATE : ..... Post No. : .....

b. NAME OF THE POST APPLIED FOR : .....

c. SPECIALISATION APPLIED FOR: .....

d. DEPARTMENT/ CENTRE/ OFFICE APPLIED FOR : .....

e. CATEGORY APPLIED FOR (PLEASE TICK) :

(attested copy of certificate to be submitted, except for UR)

UR	SC	ST	OBC	PWD	EX-SER

f. Details of fees paid and enclosed : Demand Draft / University Challan No. ....

Amount : Rs. .... Date : ..... Bank : ..... Branch : .....

1. Name in full (in block letters) : .....

2. Father/Husband Name : .....

3. Permanent Address(in full) : .....

.....  
.....

PIN : ..... Contact no. ....

4. Address for communication : .....

.....  
.....

PIN : ..... Contact no. ....

5. Email id : .....

6. Date of birth in Christian era : .....

7. Age on the date of application ( that is : ..... ) : .....

8. Nationality : ..... 9. Religion : ..... 10. Sex: .....

11. Category (SC/ST/OBC/ PWD/EX-SER) (Pl. attach copy of certificate): .....

12. Details of Academic Qualifications (to be supported by attested photocopies) :

Exam Passed	Year of Passing	Div./ Class	Percentage (%)	Name of the Board/ University	Remark(if any)
Matriculation/ HSLC					
PU/ HSSLC					
B.A/ B.Sc/ B.Com & equivalent					
M.A/ M.Sc/ M.Com & equivalent					
M.Phil					
Ph.D					
Others (Please specify)					

13.Particulars of NET/SLET/GATE etc (Pl. enclose photocopies) :

Name of the Test	Name of the organization	Month and Year	Roll No.	Subject	Score, where applicable

14. Details of past services : (Pl. enclose supporting documents):

Name of the post held	Name of the Institution	Length of services :	Scale of pay /Pay band/ band pay/ AGP/ GP as applicable	Temporary/ Permanent/ Ad-hoc etc	Nature of duties	Remark, if any

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15. Present position held with date : .....

16. Present Pay Band, Band Pay and AGP/GP : .....

17. Effective date of present Pay Band, Band Pay and AGP/GP : .....

18. Name of the employer, with address : .....

.....

Pin : ..... Contact no. .... Email id : .....

19. Names of two referees not related to the applicant :

Name :

Name :

Dept./ Designation:

Dept./ Designation:

Address:

Address:

Pin:

Pin :

Contact No:

Contact No:

Email id :

Email Id:

20. Any Additional information, the candidate wishes to provide, if any (Pl. attach additional sheet, if required) :

21. Declaration :

I hereby declare that I have carefully read and understood the instructions and regulations referred here in and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Signature of the applicant : .....

Date : .....

Name in full : .....

Place : .....

Designation / Department: .....

Address : .....

.....

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- |   |    |
|---|----|
| 1 | 6  |
| 2 | 7  |
| 3 | 8  |
| 4 | 9  |
| 5 | 10 |

Signature of the applicant : .....

Date :