



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India

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

अप्रमत्तं वेदव्यम

Advertisement no: Recruitment/CU/2023/02 dated:- 05/01/2023

Interested and qualified applicants may apply in the application form available in the University Website for the following posts on or before 13th January 2023, with photocopies of all certificate and testimonials. Only qualified and selected candidates will be allowed to appear interviews. Applicants must bring a set of self attested copies of all certificates, Marksheets and other qualifying and supporting credentials along with the originals.

**Posts: 1. Multi Tasking Assistant (Contractual) - Number of Posts – 04.
2. Grade IV (Contractual) – Number of Posts - 06.**

Minimum Qualifications:

- For Multi Tasking Assistant** – Must be minimum Graduate or equivalent Degree (with 50% aggregate marks in Major/General Subjects), Diploma in Computers (6 months minimum) Minimum 2 years of working experience. Desirable – Excellent communication and writing skills with good computer knowledge.
- For Grade IV** - Must be minimum 10th Pass or equivalent. Desirable – Good Communication skills and must be capable of doing multiple task.

Age will be as per Govt of Assam rules.

Salary : For Multi Tasking Assistant Rs. **15,000/-** per month. (ESIC/EPF as applicable)
For Grade IV Rs. **10,000/-** per month. (ESIC/EPF as applicable)

Period of appointment: 6 Months

Venue of Interview : Administrative Block, Cotton University, MCB Building, Panbazar, Guwahati-01

Last date of Submission of filled up form – **13th January 2023**

Date of Interview: **Will be notified in the University website on a later date**

Time: - 10 .00 AM onwards.

Filled up applications received in University Format will only be accepted

General terms and conditions:

The incumbents will have no rights for claiming appointment either regularly or on contractual basis after the expiry of the contractual period.

The incumbents shall abide by the rules and regulations of the University.

The incumbents must be present at the department during the entire office hours.

University reserves the right not to appoint any person if suitable persons are not found.

Application form is available in the website www.cottonuniversity.ac.in.

Filled in application may be sent to, **Registrar, Cotton University Panbazar, Guwahati 781001, Assam, indicating the post applied for.**

Registrar i/c

Memo No: - CU/GAD/2020/233 / 229-34

Copy to:

1. PS to VC for kind appraisal of the Vice Chancellor.
2. CSM, with a request to publish the same in the University Website.
3. Notice Board
4. Office File.

Dated: 05/01/23

Registrar i/c