



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India

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

अप्रमत्तेन वेदव्यम्

Advertisement no: CU/RECRUITMENT/2021/003. Dt. 29.01.2021

Walk in interviews will be held for the following temporary post.

Interested and qualified applicants may attend a walk in interview for the following post on 4th February 2021, and report as per schedule below. Only qualified 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.

Posts: Multi Tasking Assistant, Accounts (Contractual)

Minimum Qualifications:

Must be minimum Bachelor of Commerce

At least 2 (two) years experience of working in a Chartered Accountant firm/Cost Accountant Firm/Finance Department of Reputed organization or institution

Age will be as per Govt of Assam rules.

Salary: Rs. 18,000/- per month.

Period of appointment: Initially for one year which may be extended.

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

Date of Interview: 4th February 2021

Time: - 10 .00 AM onwards.

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 will not have any claims towards PF, gratuity and other benefits payable to regular employees of the University.

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

Registrar

Memo No: - CU/GAD/2020/233 / 795-800

Dated: - 29.01.2021

Copy to:

1. PS to Vice Chancellor.
2. Finance Officer.
3. OSD (GA).
4. CSM with a request to upload the same in the University website.
5. Notice Board.
6. Office File

Registrar

COTTON UNIVERSITY

Panbazar, Guwahati 781001, Assam

APPLICATION FORM FOR NON-TEACHING POSTS (CONTRACTUAL)

Advertisement No. & Date: Recruitment/CU/2021/03 dated 29.01.2021

Affix a recent
passport size
photograph and
sign across it

Name of the Post Applied for:

1. Name in full :
.....
2. Father's Name:
3. Mothers Name:
4. Gender :
5. Date and Place of Birth:
6. Nationality:
7. Marital Status:
8. Whether belongs to any reserved category:...OBC/MOBC/EWS/ST/STH.....
(If so, give details and attach attested copy of the certificate)
9. Postal Address:
.....
.....
PIN.....Contact No.....
10. Permanent residential address :
.....
.....
PIN.....Contact No.....
11. Email ID:

12. Academic Qualification (beginning with SSC/SSLC or equivalent), supported with self-attested copies.

Examination Degree/ Diploma	University/ Institute	Subject	Year of Passing	% of marks; Grade Class/ Distinction if any

13. Are you employed in Government/ Semi Government/ Public Sector Undertaking? (If so, you are required to submit a "NO OBJECTION CERTIFICATE" from your present employer).

14. Are you under any contractual obligation to serve the Government/ Semi Government/ Public Sector Undertakings? If so, please give details.

15. Experience/ Details of present and previous employment, starting with the most recent one:

Name of the Post	Name of the Organization	Length of Service		Scale of pay/Pay band/AGP/GP As applicable	Temporary /Adhoc	Nature of Duties	Remarks
		From	To				

How soon can you join, if selected? (Reasons thereof):

Any other additional information to support your candidature including details of technical projects and other activities (you may attach an additional sheet if necessary)

.....

I hereby declare that I have carefully read and understood the instructions and regulation referred here in and that all the statements made in the 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 information is found to be incorrect at any stage.

Note: 1.The applicant should affix his/ her recent passport size photograph at the place provided in the bio-data form, failing which his/her candidature is liable to be rejected.

2. Please enclose attested copies of certificates and bring the originals with you]

Date:.....

Place:.....

Signature of Candidate:.....

Name in full:.....

Address:.....

.....

Signature of the Candidate