



# COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

Advertisement no: RECRUITMENT/CU/2024/13

Dt. 24.09.2024

Applications are invited for the following position within 7 days from the date of publication of the advertisement. Only shortlisted candidates will be called to appear in the interview. Applicants must submit a set of self attested copies of all certificates, Marksheets and other qualifying and supporting credentials a copy of resume along with the Application Form. The application may be sent to The Registrar, Cotton University, Administrative Building Panbazar Guwahati – 781001 Assam

**Position: HR & Admin Consultant (Contractual) 01- Post**

**Minimum Qualifications:**

Must be Graduate.

Knowledge about FR & SR and other Govt rules (PF/ESIC/NPS/GPF etc).

Minimum 5 years of experience in Govt or Semi Govt Institutions.

Must have knowledge about Labour laws and regulations

Preference will be given to person having experience in Govt Educational Institute. Retired person from Government service and autonomous institute can also apply.

**Consolidated remuneration as per University norms**

**Period of appointment: Initially for 11 months.**

**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 position is purely Contractual. The contract may be terminated at any moment by the University without giving any prior notice

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

University reserves the right to cancel the advertisement at anytime without citing any reason thereof or not to appoint any person if suitable persons are not found.

Application form is available in the university website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in).

Registrar

Memo No: - CU/GAD/2022/282/8064-67

Copy to:

Dated: - 25/09/24

1. PS to Vice Chancellor.

2. Finance Officer.

3. CSM with a request to upload the same in the University website.

4. Office File

Registrar