

**GAUHATI UNIVERSITY
GUWAHATI-14**

(Advertisement No. NTS/6/2013)

Ref. No. GU/Estt/OCR/Advt.NTS-6/2013/5541-70 Date : 07.10.2013

Applications are invited from the eligible Indian citizens for the following posts: **1) Deputy Controller of Examinations, 2) P.S. to Treasurer, G.U.**

1) Deputy Controller of Examinations (2 posts):

Scale of pay: Pay band Rs. 15600-39100/- (Band-3), Grade pay Rs. 7600/- with other allowances and benefits admissible as per Gauhati University rules (UGC pay).

Minimum qualifications & experience : Master's degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale; along with.

Experience:

- i) Nine years' of experience as Assistant Professor or Lecturer in the AGP of Rs. 6000 and above with experience in educational administration.

OR

- ii) Comparable experience in research establishment and/or other institutions of higher education.

OR

- iii) Five years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable : Persons having experiences in Administration and in conduct of Examinations in an educational institution of higher learning are desirable.

2) P.S. to Treasurer (1 post)

Salary : Pay Band Rs. 12,000/-40,000/- (PB-4) Grade Pay Rs. 6,300/- (CPC pay).

Education Qualification : Candidates must have at least a Bachelor's Degree in any Stream with Diploma in English Stenography with a minimum speed 140 w.p.m. words per minute and proficiency in Computer Knowledge.

Experience : At least 5 years of working experience in the relevant field.

Desirable : Knowledge of financial matter is desirable.

Age : For both the posts (1) & (2) : Preferably below 45 years as on 30.09.2013 (relaxable up to 5 years for SC/ST candidates).

Application form : Prescribed application form, the details of qualifications & other are available in the University **Website-www.gauhati.ac.in**. The candidates may download the application form from the above website.

Application Fees & Last date : Candidates will be required to pay an amount of Rs. 1000/- (in case of SC/ST Rs. 500/-) by Demand Draft in favour of "**Registrar, Gauhati University**" payable at SBI, G.U. Branch as an application fees for the post. Completed applications in the prescribed form along with necessary enclosures must reach "The Registrar, Gauhati University, Guwahati-14" latest by **31.10.2013**. The name of the post must be written on the envelope of the application.

Persons in employment should apply through proper channel or furnish No Objection Certificate from their employer.

In all cases, two copies of application form with all testimonial need to be submitted.

The candidates will be shortlisted and shortlisted candidates will be invited for the interview.

The authority of G.U. reserves the right not to fill up any of the above posts if suitable candidates are not available.

Mere fulfillment of qualification will not entitle an applicant for shortlisting.

Registrar,
Gauhati University