

OFFICE OF THE REGISTRAR :: GAUHATI UNIVERSITY :: GUWAHATI-14**RECRUITMENT NOTIFICATION**

ADVT. NO. NTS-11/17

Online applications are invited from the eligible and interested candidates for **contractual appointment as Multi-Tasking Assistant** (Special Cadre in General administration and Accounts) of Gauhati University. The appointment shall be on contractual basis and purely temporary. **The selected candidates shall have no claim for regular appointment in the University against any permanent post by virtue of this appointment.**

Required Qualification: Graduates in any discipline (except Fine Arts) with minimum 45% marks. Candidate's experience in relevant field is desirable.

Tenure of engagement: Initially for a period of **3 (three) years** and out of which initial **1 (one) year** shall be probation period. Engagement may be renewed for further period based on performance.

Remuneration:

Consolidated salary of **Rs. 18,000/- per month.**

Age: Applicant must not be less than 21 years and more than 45 years on the last date of application.

Selection Procedure:

Selection shall be made on the basis of written test (MCQ and Descriptive type), Computer Test followed by an interaction. Component of the test and distribution of marks shall be as below:

Sl. No.	Component of Tests	Distribution of Marks	Total Marks
1.	Written Test (MCQ & Descriptive type) (Total 80 questions of 1 mark each and two questions of 10 mark each to be completed in one & half hours.	General Knowledge – 25 marks General Arithmetic – 20 marks Test of Reasoning – 10 marks English Language – 25 marks English Language – 20 marks (descriptive)	80 20
2.	Test on Computer Proficiency: • For Multi- Tasking Assistant (General Administration) : Operation of MS-Word and MS-Excel • For Multi-Tasking Assistant (Accounts): Knowledge in Tally will be tested.	To be conducted by a Board of Experts.	50
3.	Academic Qualification/Experience	HSLC HS Graduation	20
4.	Experience in relevant field		5
5.	Interaction	To be assessed by the Committee	25
Grand Total			200

On the basis of marks scored in the Written Test and Computer Proficiency Test candidates will be short listed for the Interaction. Appointment shall be made in order of merit.

Application fee: An amount of **Rs 200/- (Rupees Two Hundred) only (non-refundable)** has to be paid by the applicant through online mode (as per the procedure which will be available in the GU website) at the time of applying for the Post.

General instructions to the candidates:

1. Mode of submission of application forms is **ONLINE** only. No other mode will be accepted. Applicants need not to send any Hard Copy of the application to the University.
2. Applicants have to log on to the "Online Recruitment" portal on the Gauhati University website, after which they can fill up the prescribed application form online.
3. Before starting to fill up the form, applicants need to keep ready the scanned copy of recent passport size photograph and scanned copy of signature in JPEG format (Scanned file size should not exceed 50 KB) for uploading.
4. **An amount of Rs. 200/- (Rupees Two Hundred) only** as application fee (non-refundable) by pre-printed e-Challan at any SBI Branch. The bank exchange fee will be borne by the candidates. **Fee once paid will not be refunded under any circumstance.**
5. Filling all mandatory fields is required to make the application complete.
6. Incomplete applications will not be considered and will be REJECTED.
7. While filling the online application, if your browser closes unexpectedly or if you are logged out, please use the technical helpline number for any queries.
8. **Candidates shall have to bring any one of the ID proofs like Pan Card, Voter ID Card, Driving License etc. at the time of appearing in all the written test and Interview.**
9. **Candidates should have to fill up their information correctly in the application form, which will be verified with the originals at the time of interview, if called for.** If at any stage, it is detected that the information given by the candidate are fake/untrue or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her candidature/service shall be terminated.
10. The University shall verify the antecedents or documents or information submitted/given by a candidate at the time of appointment or during the tenure of the service.
11. **The University reserves the right to withdraw any advertised post(s)** at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The University may relax the qualification/ experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel any communication made to the candidate.
13. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
14. **Applicants who are in employment should submit a "No Objection Certificate" from the employer prior to/at the time of interview, if called for, failing which they may not be considered further.**
15. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
16. Candidates involved in canvassing in any form will be disqualified.
17. Mere fulfilment of academic qualifications will not entitle a candidate to be called for the written and other tests and interaction.
18. Please visit our website: **www.gauhati.ac.in** to apply online, details of qualifications and other instructions in this regard.

Time Schedule:

Last date of submission of online application: **25th January, 2018**

Date & time of Written Test: **to be notified later on**

**Registrar
Gauhati University**

Memo No.: GU/Esstt/MTA/17/9401-10
Copy to:

Date: 30/12/17

1. Finance Officer, G.U.
2. Secretary, University Classes, G.U.
3. The Secretary to the Vice-Chancellor, G.U.
4. The Secretary to the Registrar, G.U.
5. The Statistician, G.U.
6. The University Employment Guidance Bureau, G.U.
7. M/S. Gulf Advertisement. - with a request to publish the above advertisement in the next issue of Assam Tribune using minimum space
8. The System Officer, G.U. - with a request to upload in the G.U. website
9. Concerned file


**Registrar
Gauhati University**