



GOVERNMENT OF ASSAM
OFFICE OF THE REGISTRAR OF MAJULI UNIVERSITY OF CULTURE
MAJULI:: ASSAM.

.....
Advertise No. MUC 01/2019

No.MUC.02/2019/1

Date: 12/07/2019

Applications (8 nos. copies of application) in the prescribed form of the University are invited from the intending eligible candidates for the following posts so as to reach the Registrar-in-Charge, Majuli University of Culture on or before **03/08/2019** along with a Bank Draft of Rs. 1000/- (One thousand only) in favour of the **Registrar, Majuli University of Culture, Majuli** payable at United Bank of India, Garamur Branch (**Branch Code GRUR55**).

1. Name of the Post: Registrar: No of Post 1 (UR)

The appointment will be for a period of 5 (five) years or up to the age of sixty years, whichever is earlier.

Pay Band- Rs. 1, 44, 200/- 2, 1 8,200/ & Grade Pay of Rs. 10,000/ and all other admissible allowances.

Minimum Qualification:

- (i) A Master's Degree with at least 55% marks or its equivalent grade of (B) in the UGC seven point scale.
- (ii) At least 15(fifteen) years of experience as Lecturer/Assistant Professor (Senior Scale)/ 8 (eight) years of experience as Lecturer/Assistant Professor (Selection Grade)/Reader/Associate professor along with experience in educational administration OR, comparable experience in research establishment and /or other institutions of Higher Education, OR, 15 (fifteen) years of administrative experience of which 8 (eight) years as Deputy Registrar or in an equivalent Post.

Desirable: Knowledge of financial/human resource management and other related matters connected with resource mobilization.

Age: Not less than 50 years as on 01/07/2019.

2. Name of the Post: Academic Registrar: No of Post 1 (UR)

Pay Band- Rs. 1, 44,200/- 2, 1 8,200/ & Grade Pay of Rs. 10,000/.

Minimum Qualification:

- (i) A Master's Degree with at least 55% marks or its equivalent grade of (B) in the UGC seven point scale.
- (ii) At least 10(ten) years of experience as Lecturer/Assistant Professor (Senior Scale)/ 5(five) years of experience as Lecturer/Assistant Professor (Selection Grade)/Reader/Associate Professor along with experience in educational administration OR, comparable experience in research establishment and /or other institutions of Higher Education.

Age: Not less than 45 years and not more than 55 years on 01/07/2019 and shall retire at the age of 60 (sixty) years.

3. Name of the Post: Finance and Accounts Officer (FAO): No of Post 1 (UR)

Pay Band- Rs. 78,800/- 2, 1 1,500/ & Grade Pay of Rs. 7,600/.

Minimum Qualification:

- (i) M. Com. with at least 55% marks or its equivalent grade with specialization in Finance/Accounts or CA / MBA in Finance.
- (ii) 9 (nine) years of experience as Assistant Professor and above, with experience in Educational Administration.

OR (i) At least 5 (five) years of experience as Assistant Registrar (Finance and Accounts or in Accounts/Finance/Audit Branch) in University/Higher Education Institution, OR in an equivalent position in Government organization/Private organization of repute.

Desirable:

- (i) Knowledge of Government Rules/Accounting/Auditing/Budgeting/Store Accounting etc. and regulations of State Universities relating to Accounts/Audit, Service Conditions and related financial matters.
- (ii) Proficiency of Computer Applications etc.

INSTRUCTION & INFORMATION:

- i) **Application form:** Prescribed application form is available in the website www.majulicollege.org The candidates may download the application form from the above website. Applications in any other form will not be accepted.
- ii) **Application Fees & Last date:** Candidates will be required to pay an amount of Rs. 1000/-(Rupees One thousand) only by Demand Draft in favour of the Registrar, Majuli University of Culture, Majuli payable at United Bank of India, Garamur Branch (**Branch Code GRUR55**) as application fees for the post. Completed applications in the prescribed form along with necessary enclosures must reach “**the Registrar-in-Charge, Majuli University of Culture, Majuli (Office of the Deputy Commissioner) Garamu, Majuli -785104**” on or before

03/08/2019. The envelope containing the application form must indicate the name of the Post and Advertisement No.

- iii) Those who are in service should submit their applications through proper channel or may submit a NO OBJECTION CERTIFICATE from the employer.
- iv) Attested copies of Mark sheets, Birth Certificate, Educational Certificates and Experience Certificates etc. must be attached to the application. Incomplete application or application without relevant enclosures will be rejected.
- v) Stringent criteria may be applied while short listing the applications. Only short listed candidates will be called for interview. The University reserves its right to limit the total number of candidates to be called for interview.
- vi) The University reserves the right to withdraw any advertised post at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
- vii) University will not be responsible for late/non-receipt of call letters for test/interview due to postal delay.
- viii) Candidates if found indulging in canvassing in any form will be disqualified.
- ix) Candidates will have to appear before the Selection Committee for an interview at their own cost when called for.

Sd/-

Registrar-in-Charge

Majuli University of Culture, Majuli.

Date: Majuli the 12th July, 2019.

Memo No.MUC.02/2019/01

Copy to :

1. The Director of Higher Education, Government of Assam, Kahilipara, Guwahati-19 for favour of kind information.
2. The District Information & Public Relation Officer, Majuli. He is requested to publish this advertisement in one issue of 1) **THE ASSAM TRIBUNE** ;2) **THE DAINIK JANAMBHUMI** and 3) **ONE NATIONAL LEVEL DAILY NEWS PAPER (ENGLISH)** immediately.
3. The Principal, Majuli College, Kamalabari, Majuli. He is requested to upload this advertisement and form of application as enclosed herewith in their **website** **www.majulicollege.org** urgently.
4. Office file.

(Noren Das)

Registrar-in-Charge

Majuli University of Culture, Majuli

(Office of the Deputy Commissioner,

Majuli)

Serial No. :

Price : Rs. 1000/-

MAJULI UNIVERSITY OF CULTURE
MAJULI, 785001, ASSAM
[Application from for Officers' Posts]

Paste here a recent passport size photograph

Advertisement No. _____ Date : _____
Name of the post applied for : _____
Application fee Demand Draft No. _____

1. (i) Name of the candidate (In block letter) : _____
(ii) Father's name: _____
2. Date of birth: _____ Age (as on date): _____ (Attested copy of H.S.L.C. admit card to be enclosed as a proof of the age).
3. Nationality: _____ Sex: _____
Caste (General / SC /ST): _____ Married / Unmarried _____
4. Address: (a) Address for correspondence: _____ (b) Permanent address: _____

Telephone No. : _____ Telephone No. _____
5. E-mail address: _____
6. Post held, if any, at the time of sending application:
(a) Designation: _____ (b) Date of joining: _____
(c) Permanent/Temporary: _____ (d) Name and address of the employer _____
(e) Basic pay : Rs. _____ (f) Total emoluments: Rs. _____
7. Details of appointments held (Use an extra sheet, if necessary):

Designation	Duration	Nature of work	Name of Employer

--	--	--	--

8. Academic/Professional Qualifications:

(Attested copies of Marks Sheets and certificates from the H.S.L.C. onwards)

Examination Passed	Board/ University	Year of passing	Division/ Class/ Grade	Percentage of Marks obtained	Subject(s)
HSLC					
HSSLC					
Degree					
Master's Degree					
Professional/ Technical/Other qualifications, if any					

9. Particulars regarding clearance of the NET/SLET (where required):

10. Special subject of study or branch of specialization, if

any: _____

11. Academic distinction (e.g., any prize, medal, award etc.):

12. Publications (Attach a separate sheet of paper showing the details. Enclose copies of the publications and testimonials):

(a) No. of Books published :

(b) No. of Research Papers published :

(c) No. of Articles published :

(d) Any other :

13. Experience of supervision for research degrees (Attach a separate sheet of paper showing the details, if any):

Degree	Awarded	Research in progress	Thesis / Dissertation under submission
Ph.D.			
M. Phil.			
Other, if any			

14. Any other information (Please attach a separate sheet provided you want to give some more information:

15. Declaration:

I declare that the statements made in this application are true to the best of my knowledge and belief.

Date: _____

Place: _____

(Signature of the Candidate)

16. Forwarding (In case for the candidates who are already in service):

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this institution / organization has no objection to the candidature of the applicant and will be released, if appointed.

Signature

(Head of the Institution / Organization)

Seal:

Designation; _____

Address : _____

Date:

Telephone No. _____

17. A certificate of character from the Head of the Institution last attended or served should be enclosed.

18. List of enclosure:
