



OFFICE OF THE REGISTRAR
GAUHATI UNIVERSITY, GUWAHATI - 781014
Advertisement No. NTS- 8/2023

Applications on prescribed format are invited from the eligible Indian female citizens for the following contractual position in the Gauhati University:

Sl. No.	Name of the Position	No. of Position	Reservation	Salary
1.	Hostel Administrator (Contractual), Girls Hall, Gauhati University (only for female Indian citizens)	1	UR	Rs. 23,000/- per month.

QUALIFICATION & EXPERIENCE

1. Hostel Administrator (Contractual), Girls Hall, Gauhati University:

No. of Position : 1 (one)

Nature of the Post : Purely on temporary basis (contractual).

Period of Engagement : Initially for one year. On satisfactory service the engagement may be extended as deemed fit.

Salary : Rs. 23,000/- per month.

Essential Qualification : Master's Degree or equivalent in any stream from any recognized University/National Institution.

Desirable : Person with Management degree/diploma are desirable.

Age: : Not below 40 years and not more than 50 years on the last date of submission of application.

INSTRUCTIONS & INFORMATION

- I. **Application form:** Prescribed application form is available in the University website - www.gauhati.ac.in. The candidates may download the relevant application form (**Application format for contractual engagement, Temporary**) from the above website. Application in any other form will not be accepted.
- II. **Application fee & last date:** The application fee is Rs. 500/- (Rupees Five Hundred) only. Completed applications in the prescribed form along with necessary enclosures must reach "The Registrar, Gauhati University, Guwahati-14 latest by 10.07.2023 Two (2) copies of applications with all testimonials are needed to be submitted. The envelope containing the application form must indicate the name of the position & advertisement no.
- III. **Mode of Payment:** Through SBI collect.
- IV. Those who are in employment should submit their applications through proper channel or must submit a **No Objection Certificate** from the employer.
- V. Self attested copies of Mark-Sheets, Birth Certificate, Educational Certificates and Experience Certificates etc. must be attached to the application. Incomplete applications or applications without relevant enclosures will be outrightly rejected.
- VI. The University reserves the right to withdraw any advertised position at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the position and its decision in this regard shall be final.
- VII. The University will not be responsible for late/non receipt of call letters for the 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. Mere fulfillment of academic qualifications will not entitle a candidate to be called for interview. In case of large number of applications against one position, the university reserves the right for short listing of applications to be called for interview, even if eligible.

Sd/-
Registrar
Gauhati University

Memo No. GU/Estt/OCR/Advt. & Appt./NTS-8/2023/ 2313-21

Date:- 22.06.2023

Copy forwarded for information and necessary action to:

1. The Treasurer, G.U.
2. Concerned HoD, G.U.
3. The Secy. to V.C., G.U.
4. The Secy. to Registrar, G.U.
5. The University Employment Guidance Bureau, G.U.
6. The concerned advertising agency
7. Guard file-Advertisement.
8. The System Officer (IT), G.U. with a request to upload the same and relevant application form in the G.U. website.
9. The concerned file.


22/6/23
Registrar
Gauhati University
