

OFFICE OF THE REGISTRAR :: GAUHATI UNIVERSITY :: GUWAHATI-14
RECRUITMENT NOTIFICATION
Advertisement No. NTS-07/2023 for MTA &
Prescribed Format for Application

Applications are invited from the eligible and interested candidates for **contractual appointment of Multitasking Assistant** in Gauhati University administration. 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.**

Numbers of position to be filled up: 07 Multitasking Assistant
[One post is reserved for candidates having JE diploma in electrical with 1(one) year experience/BE electrical]

Required Qualification:

- (1) Graduates in any discipline (except Fine Arts) with minimum 45 % Marks or equivalent grade with uniform academic career.
- (2) Minimum 6 months certificate course on Computer Application.

Tenure of engagement: Initially for a period of **1 (one) year**. Engagement may be renewed for further period on the assessment of performance by a duly constituted Committee and on requirement basis only.

Remuneration:

Multitasking Assistant = Consolidated salary of **Rs. 21,000/- 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 academic qualification, skill test and interview.

1. 1st phase of short listing will be made on the basis of academic credential from class X onwards till graduation to be called for skill test.
2. 2nd phase of short listing will be made on the basis of combined score of academic credential & skill test to be called for personal interview.

Application fee: An amount of **Rs 500/- (Rupees Five Hundred) only (non refundable)** has to be paid by the applicant through SBI collect at the time of applying for the Post.

General instructions to the candidates:

1. **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 in any other form will not be accepted.
2. Filling all mandatory fields is required to make the application complete.
3. Incomplete applications will not be considered and will be REJECTED.
4. **Candidates should have to fill up their information correctly in the application form, which will be verified with the original 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.
5. 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.
6. **The University reserves the right to withdraw any advertised post(s)** at any time without giving any reason.
7. 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.

8. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
9. **Applicants who are in employment should submit a "No Objection Certificate" from the employer prior to the interview, if called for, failing which they may not be considered further.**
10. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
11. Candidates involved in canvassing in any form will be disqualified.
12. Please visit the University website: **www.gauhati.ac.in** to apply, for details of qualifications and other instructions.

Time Schedule:

Last date of submission of application: 10.07.2023.

**Registrar
Gauhati University**

Date: 22/06/2023

Memo No. GU/Estt/MTA/2023/ 2295-2302
Copy forwarded for information and necessary action to:

1. The Treasurer, G.U.
2. The Secretary, University Classes, G.U.
3. The Dy. Registrar, G.U.
4. The Secy. To V.C., G.U.
5. The Secy. to Registrar, G.U.
6. ✓ The System Officer (IT), G.U. with a request to upload the same and relevant application form in the G.U. website
7. The Concerned Advertising Agency.
8. Concerned file

**Registrar
Gauhati University**

22/6/23
22/06/23