



# COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

No.: CU/GAD/2023/300/

Date:

## Recruitment Notice

**Online Applications** are invited for 45 posts of Grade IV from candidates who are Indian Nationals and who fulfil the required qualification and experience.

| Sl. No. | Recruitment Notice No.                   | Particulars  |
|---------|--|--|
| 1       | Recruitment/CU/2023/09, Dated 11.04.2023 | Application for 45 posts of Grade IV (Peon/Administrative Helper-12, Chowkidar-7, Mali-5, Hostel bearer-13, Aya-2, Cook-6) |

The detailed Advertisement and online application link can be found in the CU website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). Last date of submission of filled online application form is 02<sup>nd</sup> May 2023.

  
Registrar

Memo No.: CU/GAD/2023/300/ 3930-36

Date: 11/04/23

Copy for information to:

1. PS to Vice Chancellor for the appraisal of the Hon'ble Vice Chancellor.
2. The Pro Vice Chancellor, Cotton University.
3. The Director of Higher Education, Kahilipara.
4. The Director, Information and Public Relation, GOA with a request to publish the above advertisement (softcopy enclosed) in immediate one of each the Assam Tribune, Asomiya Pratidin and The Aamar Axom and bills in triplicate for release of payments.
5. Finance Officer
6. Computer System Manager, he is requested to upload the matter in the University website.
7. Office file.

  
Registrar



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Panbazar, Guwahati-781001, Assam, India

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## Advertisement for Non-Teaching Post : (Grade IV Post)

Applications are invited for the following posts from candidates who are Indian nationals and are committed to establish a University of Excellence, proud of working beyond call of duty and uphold the highest standard of ethics and public accountability.

Advertisement No: Recruitment/CU/2023/09

Date: 11.04.2023

Start of Online Application 12<sup>th</sup> April 2023 11.00 AM.

Last date and time of submitting of completed application 02<sup>nd</sup> May, 2023 11.00 PM.

**Kindly Note: - REQUEST FOR EXTENSION OF TIME DUE TO ANY LAST MOMENT PAYMENT FAILURE, TECHNICAL ERROR OR INCOMPLETE APPLICATION WILL NOT BE ENTERTAINED**

| Sl.No. | Name of Post  | Category & No. of vacant posts  | Scale of pay                                     | Qualifications  |
|--------|---|---|--|---|
| I      | Grade IV<br>(Peon/<br>Administrative<br>Helper-12,<br>Chowkidar-7,<br>Mali-5, Hostel<br>bearer-13,<br>Aya-2,<br>Cook-6)<br><b>Total- 45</b> | UR-19, SC-4,<br>ST (H)-3,<br>OBC/MOBC-<br>14, ST (P)-5<br><b>Total- 45.</b> | Rs. 12,000/ to<br>Rs. 52,000/-+<br>G.P Rs.4400/- | Essential Qualifications: High School leaving Certificate or its equivalent examination passed from a recognized board (any higher qualification will lead to disqualification).<br><br>Additional desirable qualifications: Computer proficiency/Driving/ANM(Auxiliary Nurse Midwife)/DTP/ Experience from recognized catering<br><br>Age below 38 years as on 01.07.2023. |

Cotton University shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:-

- Withdraw the advertised posts at any time without assigning any reason;
- Fill up the posts or leave it vacant and its decision in this regard shall be final;
- Appoint a candidate who may be on deputation/lien from a reputed educational/research institution, a government organization or a public sector undertaking;
- Short list a limited number of candidates for interview and/or test for the post, although a much large number may satisfy the minimum criteria (mere fulfillment of minimum criteria will NOT entitle a candidate to be called for interview/test);
- Disqualify any candidate who attempts to lobby or canvass to influence the selection process;
- Modify/cancel/withdraw any communication made to the candidate(s), even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or in the recruitment process which may be detected at different stages;
- Disqualify a candidate who may be shortlisted based on wrong information provided by the candidate. Persons who may be selected/appointed based on the wrong information provided by him/her may be terminated at any stage;
- Persons who are currently employed must submit a 'No objection certificate' from their current employer along with their application, without which their application will not be considered;
- Candidates from the reserved categories must upload the scanned copies of the relevant certificates signed by the appropriate authority as specified by the Government of Assam, along with their application form. Age will be relaxed for reserved category candidates as per Government of Assam norms. Age will be calculated as on 01.07.2023.

*Signature*  
11/4/23



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**Panbazar, Guwahati-781001, Assam, India**

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- (j) All the certificates of candidates must be from recognized boards/councils/universities/institutions as applicable ;
- (k) Applications must be submitted in online mode as per the prescribed format available in the University website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). Submitted applications must be supported by the scanned copies of the original supporting documents.
- (l) The University shall process the applications entirely on the basis of information/documents supplied by the candidates. In case the information/documents is/are found to be false/incorrect by way of omission or the commission, the responsibility and the liability shall lie solely with the candidate, and the application could be summarily rejected without any refund of fees;
- (m) The existing contractual/temporary workers with desired qualifications of the Cotton University will be given maximum 10% weightage on the length of service rendered by them to the University.
- (n) Higher qualified candidates will not be shortlisted for the above posts;
- (o) The University will verify the original documents of the candidates at the time of interview and also at the time of appointment or during the tenure of service. If at any time it is detected that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, then he/she will not be allowed to go through the selection process or, if in service, will be terminated from the service without prejudice to any other action taken by the University;
- (p) Relax stipulations in respect of essential qualification in case of exceptionally experienced candidates on the recommendation of the screening committee.
- (q) Applications submitted after the last date shall be rejected.
- (r) Application processing fees of Rs.500/- (Rupees five hundred) only to be paid by the UR category applicant and reserved category applicants need to pay 50 per cent (Rs.250/- Rupees two hundred fifty only) of the above specified amount. The application fees are non-refundable;
- (s) The decision of the University authority during different stages of the selection process will be the final and binding;
- (t) Selected candidates will be governed by the New Pension Rules, 2005. Selected candidates will receive the standard CPC allowances as agreed to by the Government. If any selected candidate joins on deputation/lien from another educational/research organization, government organization, or public sector undertaking; standard government norms and Cotton University rules and regulations in this regard will be applicable;
- (u) All selected candidates, will be on probation for a period of one year; their performance will be reviewed before the probationary period is over, after which their services will be confirmed, terminated or the probationary period will be extended, if necessary;
- (v) Filled application along with all necessary testimonials and payment challan must be submitted to online as stated above.
- (w) **Form "A" needs to be uploaded along with the ONLINE application form.**

Registrar





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### Recruitment Notice

Online Applications are invited for **45 posts of Grade IV** (Peon/ Administrative Helper-12, Chowkidar-7, Mali-5, Hostel bearer-13, Aya-2, Cook -6) from candidates who are Indian Nationals and who fulfil the required qualification & experience.

For all other information, details of posts, terms and conditions, please visit the University website, [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

### **Only Online application will be accepted**

Last date of submission of ONLINE APPLICATION is 2<sup>nd</sup> May 2023.

Advt. No: - Recruitment/CU/2023/09

Registrar

*11/4/23*