



OFFICE OF THE REGISTRAR
GAUHATI UNIVERSITY, GUWAHATI - 781014
Advertisement No. NTS-5/2025

Online Applications are invited from the eligible Indian citizens for the following post in Gauhati University:

Sl. No.	Name of the Post	No. of Post	Reservation	Pay Scale
1.	PRINCIPAL, UNIVERSITY LAW COLLEGE, G.U.	1	UR	Rs.1,44,200/- - 2,18,200/- Academic Level 14 plus other allowances as admissible under the rules of the University
2.	SUPERINTENDING ENGINEER, G.U.	1	UR	Pay Band: Rs.30,000/- -- 1,10,000/- + GP Rs.16,900/- plus other allowances as admissible under the rules of the University
3.	INFORMATION AND STATISTICAL OFFICER, G.U.	1	UR	Pay Band: Rs.30,000/- -- 1,10,000/- + GP Rs.13,900/- plus other allowances as admissible under the rules of the University
4.	ASSISTANT LIBRARIAN, G.U.	1	UR	Pay Band: Rs.30,000/- -- 1,10,000/- + GP Rs.13,900/- plus other allowances as admissible under the rules of the University
5.	ASSISTANT TREASURER, G.U.	1	UR	Pay Band: Rs.30,000/- -- 1,10,000/- + GP Rs.13,900/- plus other allowances as admissible under the rules of the University
6.	ASSISTANT CONTROLLER OF EXAMINATIONS, G.U.	1	UR	Pay Band: Rs.30,000/- -- 1,10,000/- + GP Rs.13,900/- plus other allowances as admissible under the rules of the University
7.	ASSISTANT REGISTRAR, G.U.	1	UR	Pay Band: Rs.30,000/- -- 1,10,000/- + GP Rs.13,900/- plus other allowances as admissible under the rules of the University

QUALIFICATION & EXPERIENCE

1. Principal, University Law College, Gauhati University:

Eligibility:

(i) LLM, Ph.D. in Law (as per Legal Education rules 2008 of B.C.I.) Rule-16

(ii). Professor/ Associate Professor with a total service/ Experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.

(iii) A minimum of 110 Research Score as per Appendix II, Table 2 of UGC Notification, New Delhi, the 18th July, 2018.

Tenure:

College Principal shall be appointed for a period of five years initially extendable for another term of five years on the basis of performance

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assessment by a similar Selection Committee process which shall take into account an External Peer Review Committee assessment, constituted as per these regulations.

Age: Should not be below 45 years of age and not more than 55 years of age as on 31/03/2025.

2. Superintending Engineer, Gauhati University:

Qualification & Experience:

- i. Degree in Civil Engineering or equivalent and serving under Central Government/State Government/ Union Territory Administration.
- ii. Holding analogous posts or experience as Dy. Engineer/Executive Engineer for 10 years in regular service in recognized institution.
- iii. Experience in Planning, Architecture, Urban Designing/ Management, Supervision/ Construction of multi-storied buildings, lecture theatres, laboratories, auditorium, residential quarters/hostels, roads, water supply, sanitary installations etc. is/are desirable.

Nature of Post: Permanent

Age: Not below 45 years and not above 55 years on as on the last date of receipt of application.

N.B.:

1. Suitable persons on deputation fulfilling the qualification and experience as mentioned may also be considered.
2. Pay will be protected for the persons, applied through proper channel and furnished with NOC from the employer.

3. Information and Statistical Officer, Gauhati University:

Essential Qualifications: Must be a 1st Class Master's degree holder in Statistics/ Mathematics / Data Science / Computer Science or a related field having good academic record with adequate knowledge in computer application, experience in working with statistical software.

Experience:

- (i) Experience (2-5 years) in data analysis, research, or statistical reporting within an academic, government, or corporate environment.
- (ii) Experience in data visualization and report generation using tools like Excel, SPSS, R, Python, SAS, Power BI or similar.
- (iii) Experience in handling university-level statistical data, accreditation reports, or institutional research is an advantage.

Additional Desirable Qualifications:

- (i) Knowledge of educational data management systems (such as ERP, MIS).
- (ii) Understanding of regulatory requirements for higher education statistical reporting.
- (iii) Experience in survey design, data collection, and analysis.

Nature of Post: Permanent (In probation for two years)



Age:

Below 45 years as on 31/03/2025.

4. Assistant Librarian, Gauhati University:

Essential Qualification:

- (i) The candidate for the post must hold at least a Master's degree in Library Science / Information Science / Documentation or an equivalent professional Degree with at least 55% of marks or its equivalent grade with consistently good academic record.
- (ii) At least five years of working experience in College/University Library System.

Desirable Qualifications:

- (i) PG Diploma in Library Automation & Networking or Digital Library Management.
- (ii) Experience in library automation, digital libraries, and open-source library management systems.
- (iii) Certifications in modern library management tools or software.

Nature of Post: Permanent (In probation for two years)

Age: Below 45 years as on 31/03/2025 which may be relaxed in case of internal candidate.

5. Assistant Treasurer, Gauhati University:

Essential Qualification:

- (i) A post-graduate degree in commerce from a recognized University with at least 55% of marks or its equivalent grade with consistently good academic record.
- (ii) At least 5 (five) years' experience in the Finance and Accounts department in a responsible post in Govt/Semi Govt. Or Recognized Public Institutions/ Undertakings.
- (iii) Knowledge of handling financial software.

Or

- (i) A graduate degree in commerce from a recognized University.
- (ii) At least 15 (Fifteen) years' experience in the Finance and Accounts department in a responsible post in a State University of which at least 3 years at Superintendent level with Pay Band: Rs.30,000 – 1,10,000; GP Rs.12700.
- (iii) Knowledge of handling financial software.

Desirable Qualifications:

- (i) Proficiency in financial accounting software (Tally, SAP, etc.).
- (ii) Experience in handling budgeting, auditing, and financial reporting.
- (iii) Proficiency in English and Assamese language.

Nature of Post: Permanent (In probation for two years)

Age: Below 45 years as on 31/03/2025 which may be relaxed in case of internal candidate.

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6. Assistant Controller of Examinations, Gauhati University:

Essential Qualification:

- i) A post-graduate degree in Arts/ Science/ Commerce of a recognized University with at least 55% of marks or its equivalent grade with consistently good academic record.
- ii) At least 2 (Two) years; experience in examination related work in a responsible post in Govt/Semi Govt. Or Recognized Public Institutions/ Undertakings.
- iii) Knowledge of examination management systems and software.

Desirable Qualifications:

- (i) Experience in university-level examination or academic administration.
- (ii) Familiarity with examination software and automation tools.
- (iii) Experience in handling confidential data and maintaining security protocols.
- (iv) Proficiency in database management and MS Office.
- (v) Proficiency in English and Assamese language.

Note:

Internal candidates currently holding the position of Superintendent of G.U. with Pay Band: Rs.30,000 -- 1,10,000; GP Rs.12700 and possessing a Graduate degree in any discipline are eligible to apply. However, a Graduate degree obtained during the service period shall be considered in accordance with the relevant Government University (GU) rules.

Nature of Post: Permanent(In probation for two years)

Age: Below 45 years as on 31/03/2025 which may be relaxed in case of internal candidate.

7. Assistant Registrar, Gauhati University:

Essential Qualification:

- (i) A Post Graduate Degree in Arts/ Science/ Commerce of a recognized University with at least 55% of marks or its equivalent grade with consistently good academic record.
- (ii) At least 2 (Two) years' administrative experience in a responsible post in Govt/Semi Govt. Or Recognized Public Institutions/ Undertakings.
- (iii) Experience in dealing with Establishment, General Administration, Personnel and Financial matters.

Desirable Qualifications:

- (i) Diploma or certification in Educational Administration, University e-Governance, or Digital Records Management.
- (ii) Experience in university administration, HR management, finance & accounts, legal affairs.
- (iii) Experience in employee welfare, and disciplinary procedures.
- (iv) Adequate knowledge of computer in handling e-office management system.
- (v) High ethical standards, integrity, and a strong sense of responsibility.

Note:

Internal candidates currently holding the position of Superintendent of G.U. with Pay Band: Rs.30,000 -- 1,10,000; GP Rs.12700 and possessing a Graduate degree in any discipline are eligible to apply. However, a Graduate degree obtained during the service period shall be considered in accordance with the relevant Government University (GU) rules.



Nature of Post: Permanent (In probation for two years)

Age: Below 45 years as on 31/03/2025 which may be relaxed in case of internal candidate.

INSTRUCTIONS & INFORMATION

Eligible and interested candidates are required to apply online only through the Gauhati University website www.gauhati.ac.in at Non-Teaching Recruitment Candidate Portal: <https://gauhatint.samarth.edu.in/>. No other means/mode of submission of applications will be accepted. The schedule of ONLINE registration is as follows:

- I. Commencement of Online Registration : 10.05.2025
- II. Last date of Online Registration and apply online : 31.05.2025 (midnight)
- III. Last date of submission of hard copy of the application : 06.06.2025 (5:00 pm)
- IV. The candidates must have a valid email id and mobile number through which he/she will get registered with the online application portal.
- V. **Application fee and Mode of Payment:** Applicants for the post will be required to pay an amount of Rs. 1500/- (Rupees One Thousand Five Hundred Only). For SC/ST candidates, the application fee is Rs. 750/- (Rupees Seven Hundred Fifty) only. The payment mode is online. No other mode of payment will be accepted. Fee once paid shall not be refunded under any circumstances.
- VI. Candidates should fill in the details to register and then fill the information in the online application form at the appropriate places very carefully.
- VII. Applicants must submit a copy of the e-generated receipt of the payment along with the hard copy of the application.
- VIII. After submission of the ONLINE application in the portal a duly signed hard copy (pdf) of the completed application(s) must be submitted to "The Registrar, Gauhati University, Guwahati-781014, Assam" along with all necessary enclosures including the proof of submission of application fee and "No Objection Certificate (NOC)", wherever applicable, by the last date. The envelope containing the application should be superscribed "Application for the post of Principal, University Law College/ Superintending Engineer/ Information and Statistical Officer/Assistant Librarian/Assistant Treasurer/Assistant Controller of Examinations/ Assistant Registrar, G.U. (Whichever applicable) Advt. No. NTS-5/2025".
- IX. Application(s) received after the last date or incomplete in any form or without the application fee shall be summarily rejected. However, one may send a copy of the application as "ADVANCE COPY" within the closing date. In such a case, the original application forwarded by the employer and / or the "NOC" should reach the undersigned within ten (10) days from the last date of submission of applications.
- X. Mere fulfillment of minimum eligibility criteria shall not entitle a person for consideration. The decision of the Screening Committee(s) for short-listing of candidates shall be final and binding. Gauhati University reserves the right to fill up or not to fill up any of the vacancies.
- XI. Mere fulfilling the minimum eligibility requirements does not entitle a candidate to be called for interview. GU reserves the right to restrict the number of candidates to be called for interview.
- XII. Those are in employment should submit their applications through proper channel or must submit a No Objection Certificate from the employer.
- XIII. 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 out rightly rejected.

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8/5/25

- XIV. 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.
- XV. Fields with STAR (*) mark are mandatory and essential to be filled in by the candidate. After the required information have been provided, click submit button. However, before clicking "Submit" button, candidate must make sure that no changes are required and the information provided is correct and final. After application is submitted, no changes will be entertained.
- XVI. The candidate should meet the eligibility criteria and provide the information which he/she possesses as on the last date of submission of the application. Candidates who do not possess the requisite educational qualification as on the closing date of receipt of application will not be eligible.
- XVII. The registration will be provisional as the eligibility of the shortlisted candidate will be verified at the time of Interview from the original documents. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria.
- XVIII. Candidates if found indulging in canvassing in any form will be disqualified.
- XIX. 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 post, the university reserves the right for short listing of applications to be called for interview, even if eligible.
- XX. The University will not be responsible for late/non receipt of call letters for the test/interview due to postal delay.
- XXI. All Certificates, Degrees and other documents must be produced in original for verification at the time of interview (if shortlisted), failing which the candidate may not be allowed to appear for the interview.

Sd/-
Registrar
Gauhati University
Date:- 08-05-2025

Memo No. GU/Estt/OCR/Advt. & Appt./NTS-5/2025/ 6458-66

Copy forwarded for information and necessary action to:

1. The Treasurer, G.U.
2. The Secy. to V.C., G.U.
3. The Secy. to Registrar, G.U.
4. The University Employment Guidance Bureau, G.U.
5. The Supdt. General Branch., G.U. - with a request to arrange to publish the recruitment advertisement in the next immediate issue of The Assam Tribune.
6. Guard file-Advertisement.
7. The System Officer (IT), G.U. with a request to upload the same and relevant application form in the G.U. website.
8. The Nodal Officer, GU Samarth
9. The concerned file.


Registrar
Gauhati University