



COTTON UNIVERSITY

Panbazar, Guwahati: 781001

Job Advertisement

No. Recruitment/CU/2024/14 Dt.14-11-2024

Applications {in both online & offline formats} are invited from Indian nationals for a purely contractual post of 'Multi-Tasking Assistant' at Cotton University. The deadline for submission of the same is 5:00PM of 27-11-2024.

For details, please visit www.cottonuniversity.ac.in

Sd/-, Registrar


Registrar

Cotton University

Panbazar, Guwahati-781001, Assam

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COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

Job Advertisement No. Recruitment/CU/2024/14 Dt.14-11-2024

Applications {in both online & offline formats} are invited from Indian nationals for a contractual post of 'Multi-Tasking Assistant' at Cotton University.

Intending applicants are required to submit the following:-

1. **Hard copies** of– (i) the requisite Application Form [available in the website www.cottonuniversity.ac.in] after being duly filled up, (ii) the Résumé, (iii) a set of self-attested photocopies of all Certificates, Marks-sheets and/or Grade-sheets, Testimonials and other relevant documents in support of their credentials – in a Sealed Envelope duly super-scribed as “**Application for the contractual position of Multi-Tasking Assistant at Cotton University :: Job Advertisement No. Recruitment/CU/2024/14 Dt.14-11-2024**” addressed to “The Registrar, Cotton University, Administrative Building, Panbazar, Guwahati-781001, Assam”;
2. **Soft copies** of– (i) the scanned Application Form after being duly filled up, (ii) the scanned recent passport sized colour photograph, and (iii) the scanned signature – at the designated spaces to be uploaded through the Online Form [by clicking on the virtual link provided in the University's website.

The deadline for submission of both online & offline application is 5:00PM of 27-11-2024 and that **both the hard copy format & the soft copy format of the Application Form must be mandatorily submitted within the stipulated deadline** for the candidature to be considered for evaluation. Only shortlisted candidates shall be called to appear for the Selection Process the schedule of which would be communicated later. They shall be required to produce the corresponding hard copies of the original documents for physical verification at the time of Personal Interview.

The selected candidate shall be responsible for tasks such as Office File Maintenance, Record-keeping and assisting with various Administrative Duties and shall be required to work under the supervision of a hierarchical position and perform a variety of duties depending on the needs of the office.

Indicative List of Duties would broadly include [but not limited to] the following:-

- flawless handling of all relevant office files and documentation of the same;
- physical maintenance/updating of records of the department/section and its associated data entry;
- assisting in routine works like maintaining diary, ensuring issuance/dispatch of documents, general maintenance and supervising cleaning of the office space as done through designated housekeeping staffs;
- typing of official letters, reports & associated correspondences;
- maintenance of confidentiality of information;
- responding to queries as & when deemed necessary;
- taking back-up of data at regular intervals to produce on demand;
- back-office operation in a hybrid {physical & computerized/digital} setup/environment;
- any other/miscellaneous tasks as assigned by the officer-in-charge from time to time.

Essential Qualifications:-

- (i) Graduate/Post Graduate in any discipline;
- (ii) At least 1-5years of relevant work experience preferably in Academic Section/Department of any Higher Educational Institution/University of repute;
- (iii) **Good Command over English Language;**
- (iv) Computer Proficiency which includes *inter alia* Office packages;
- (v) Adequate exposure to physical Office Filing System and administrative duties preferably pertaining to the Academic Section/Department of a Higher Educational Institution/University.


Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



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Desirable Qualifications:-

- (a) PGDCA/DCA {1-Year Duration} from a Government recognized Institute or BCA/BSc-IT/MCA/MSc-IT or MSc-CS from a UGC recognized University;
- (b) Organizing skills with the ability to stay focused on assigned jobs with a multitasking capability.

Other Details:-

- Age: preferably below 42 years;
- Remuneration: consolidated fixed amount to the tune of Rs.15,000/- per month;
- Duration: initially for a period of eleven(11) months which is likely to be extended subject to satisfactory performance;
- Joining: immediately upon appointment.

General Terms & Conditions:-

- The selected candidate shall have no right to claim appointment, either regularly or on contractual basis, after the expiry of the initial contractual period.
- The selected candidate shall have to abide by all rules & regulations of the University as amended from time to time.
- Since the position is purely contractual, the relevant employment contract may be terminated at any moment by the University authority without giving any prior notice in connection thereof.
- The selected candidate shall have to be present at the department/section during the entire duration of office hours and must be ready to work beyond the stipulated office hours as well.
- The University reserves the right to cancel/withdraw this job advertisement at any time without citing any reason thereof or not to appoint any person if suitable candidates are not found.


(Dr. Arindam Garg)
Registrar

Memo No.: CU/GAD/2022/282/ 9039 - 44

Date: 14/11/24

Copy forwarded to:-

1. The Director, Directorate of Information & Public Relations, Government of Assam; he is kindly requested to publish the Abstract Ad {soft copy enclosed} of this Job Advertisement in the 'Classifieds' section of the immediately next issue in each of the Assam Tribune & Amar Asom, and thereafter arrange to submit the bill/invoice in triplicate for processing of payment
2. The Academic Registrar, Cotton University
3. The Finance Officer, Cotton University
4. The P.S. to Vice-Chancellor, Cotton University for kind appraisal of the Honourable Vice-Chancellor
5. The Computer Systems Manager, Cotton University; he is requested to upload this Job Advertisement in the University's website
6. The Office File concerned


(Dr. Arindam Garg)
Registrar