



OFFICE OF THE REGISTRAR
GAUHATI UNIVERSITY, GUWAHATI - 781014
Advertisement No. NTS- 8/2016

Applications in prescribed form available in the **GU Website (www.gauhati.ac.in)** along with self attested copies of all supporting documents are invited from the intending qualified and competent candidates for the post of **Literary Assistant** in the **Gauhati University Press** on **Contract Basis** to reach the undersigned **on or before 26th September, 2016**

- Number of Post:** 1 (One)
- Educational Qualification:** Graduate from any recognized University
- Essential Qualification:** Computer skills in Assamese & English.
- Age:** Should not be below 18 years and above 38 years as on 01/01/2016.
(Relaxation of upper limit of age in case of ST, SC and OBC candidates will be as per rules of the Govt. of Assam)
- Salary:** Consolidated fixed pay of Rs.10,000/- per month
- Period of Appointment:** Initially for **2 (two) months** and extendable for a further period based on performance.

The list of shortlisted candidates called for interview shall be displayed in GU Website (www.gauhati.ac.in) on **4th October, 2016 after 5:00 pm** and they have to appear the Selection Committee on the date to be intimated. **No individual call letter shall be issued. No TA/DA will be paid for appearing in the interview.**

Candidates shall have to deposit **non refundable processing fee of Rs.100/- (Rupees one hundred) only** in the cash counter of the University and required to submit the duplicate receipt along with the application or alternatively they may pay the fee in the form of **Demand Draft** from any nationalized Bank in favour of the **Registrar, Gauhati University** and payable at **SBI, G.U. Branch.**

The appointment against this advertisement will be purely on temporary basis and terminable at any time without assigning any reasons thereof.

The University reserves the right not to fill the post against this advertisement and decision of the competent authority of the University in this regard shall be final.


16/09/16
Registrar
Gauhati University



GAUHATI UNIVERSITY
GOPINATH BORDOLOI NAGAR : GUWAHATI-14 : ASSAM : INDIA
APPLICATION FORM FOR LITERARY ASSISTANT

Passport
size Photo

Post applied for : Deptt./Office :

Advertisement Ref: Date:

1. Name of the applicant :
2. Father's Name :
3. (a) Date of Birth :
(Enclose copy of certificate in support)

D	D	M	M	Y	Y	Y	Y

(b) Age as on 01.09.2016 years month days

4. Whether applying under any reserved category : (Yes/No)

If yes, Name the category:

(Enclose copy certificate)

(SC/ST/OBC/PWD(OH/VH/HH))

5. (a) Address for communication :

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Phone no..... Mobile no.....

Email.....

(b) Permanent Address :

.....

Phone no..... Mobile no.....

Email.....

6. Sex: : (Male/Female)

7. Nationality: :

8. Marital Status : (Married/Unmarried)

9. Educational Qualification (HSLC onwards): [Enclose copies of certificates/mark-sheets]

Exam Passed/Degree obtained	Board/University	Institution	Passing Year	Division/Class

10. Professional/Technical Qualification(s): if any (Enclose copies of certificates)

Exam Passed/Degree obtained	Board/University	Institution	Passing Year	Division/Class

11. Work Experience: (Enclose copies of certificates, as applicable)

Name of Organisation	Designation	Working period		Salary/Pay Scale	Nature of duty
		From	To		

12. Do you have computer proficiency : (Yes/No)

If yes, give details enclose copies of certificate, if applicable

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13. Special interest, efficiency etc., if any :

14. Details of fee paid/attached :
- (a) Amount of fee :
- (b) DD No. And date :
- (c) Name of Bank(on which DD drawn) :
- (d) G.U. Cash Counter receipt no. :
- (if applicable and enclose copy)

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that my application is liable to rejection if any of the information stated above is found to be incorrect and is not supported by certificate.

Place:.....

Date:.....

.....

(Signature of applicant)

ENDORSEMENT FORM FROM THE EMPLOYER

(for applicant in employment)

The facts stated in this application have been verified and found correct. This organisation/department has no objection in his/her applying for the post referred in the application.

Date:

.....

Signature of the Head of the organisation/department

(With seal)

GENERAL INSTRUCTIONS:

1. Applicants should fill particulars neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Attested copies of all relevant certificates, degrees, mark-sheets, testimonials etc. In support of age, educational qualifications, experience etc. Must be enclosed.
4. Candidates belonging to/applying under any reserved category SC/ST/OBC/PWD(OH/VH/HH) must attach attested photocopy of caste/category certificate, issued by competent authority.
5. Applicants in employment should get their application forwarded by their employer or endorsed by their employer or submit with a copy of NOC.
6. The envelope containing application form should be superscribed as :
"Application for the post of in the Deptt./Office
of"
7. Application should be addressed to:
**The Registrar,
Gauhati University
Guwahti-14
Assam**
8. The amount payable, if any, should be remitted with the Application Form in the form of Bank Draft in favour of "Registrar, Gauhati University" payable at Guwahati.
9. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if sent by post or courier) on or before the last date for submitting applications.
10. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without attested copies of certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post/courier are liable for rejection.
11. No TA/DA will be paid for attending the prescribed tests and interview.
12. G.U. will not be responsible for any postal delay.
13. Mere fulfilment of qualification shall not entitle a candidate for calling for interview. The G.U. authority reserve the right to short-list the candidates by holding written/computer/technical test as may be felt necessary or any other process for calling for the interview.