



গুৱাহাটী বিশ্ববিদ্যালয়

Gauhati University

Gopinath Bordoloi Nagar, Guwahati-781014, Assam, India

ADVT. NO. NTS-7/2020

Applications in prescribed format are invited from the eligible Indian citizens for the following posts in Gauhati University:

Sl. No.	Name of the Post	No. of Post	Reservation	Pay Structure
1	Librarian	1	UR	Scale of Pay Rs. 1,44,200/- - Rs. 2,18,200/- (at Academic Level 14)
2	Deputy Librarian	1	UR	Scale of Pay Rs. 79,800/- -Rs. 2,11,500/- (at Academic Level 12)
3	Estate Officer (Re-advertised)	1	UR	Pay Band of Rs. 30,000/- - Rs. 1,10,000/- and Grade Pay Rs. 12,700/-
4	Manager, GU Press	1	UR	Pay Band of Rs. 30,000/- - Rs. 1,10,000/- and Grade Pay Rs. 13,900/-
5	Project Accounts Officer	1	UR	Pay Band of Rs. 30,000/- - Rs. 1,10,000/- and Grade Pay Rs. 13,900/-
6	Secretary to the Registrar	1	UR	Pay Band of Rs. 30,000/- - Rs. 1,10,000/- and Grade Pay Rs. 13,900/-
7	Security Officer (Re-advertised)	1	UR	Pay Band of Rs. 30,000/- - Rs. 1,10,000/- and Grade Pay Rs. 12,700/-

NAME OF THE POST	QUALIFICATION AND EXPERIENCE
Librarian	<p>Essential Qualification:</p> <p>i) A Master Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.</p> <p>ii) At least 10(ten) years as a Deputy Librarian in University Library or 10 (ten) years of teaching as Associate Professor in Library Science in a University Department or 15 (fifteen) years' experience as a College Librarian.</p> <p>iii) Evidence of innovative library services, including the integration of ICT in library.</p> <p>iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping and a total research score of 120 as per the UGC recent requirement.</p>
Deputy Librarian	<p>Essential Qualification:</p> <p>i) A Master Degree in library science/information science/documentation science, with at least 55%marks or an equivalent grade in a point scale, wherever grading system is followed.</p> <p>ii) 8(eight)years experience as an Assistant University Librarian/College Librarian.</p> <p>iii) Evidence of innovative library services including integration of ICT in library.</p> <p>iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library and a total research score of 75 as per UGC recent requirement.</p>



Estate Officer**Essential Qualification:**

B.Tech/BE degree with Master in Business Administration (MBA)

Essential Experience:

Practical experience of 5 (five) years in Estate Management preferably in a reputed educational institution/organisation. Persons must have proven skill in maintaining proper records of land, building, residential quarters and other assets, both movable & immovable.

Applicants should have practical exposure to activities related to resource generation along with expertise in management of outsourcing agencies.

Desirable:

Knowledge and expertise in encroachment removal and other such technical expertise.

In case of candidates having proven outstanding experience in the relevant field (s), the eligibility criteria may be relaxed.

Age: Should not be above 38 years on the last date of receipt of application.

Manager, GU Press Essential Qualification:

Candidate should be Graduate with a degree or Diploma in Printing Technology with at least 5 years experience in management of a printing press and proven knowledge of Computer Application.

Age: Must not be above 45 years on the last date of application. Upper age relaxation of 5 years in case of SC/ST candidates. However, for internal candidates there will be no age relaxation.

**Project Accounts
Officer****Essential Qualification:**

A Master Degree in Commerce with specialization in Accountancy (Hons) or Master Degree in Business Administration (MBA) with at least 55% of marks or its equivalent grade in a point-scale, wherever grading system is followed.

Experience: Adequate experience of management of University/Educational



	<p>Institution Finance and Project etc. for a period of not less than 15(fifteen) years.</p> <p>Desirable: Persons already serving in University/Educational Institutions will be preferred.</p> <p>Age: Candidates should not preferably be above 50 years as on the last date of application (Age may be relaxed in case of suitably qualified and experienced persons)</p>
Secretary to the Registrar	<p>Essential Qualifications:</p> <p>Bachelor Degree in any Discipline from a recognised University with at least 50% of marks with Post Graduate Diploma in Computer Application with</p> <p>Minimum 3(three) years of experience of office management and secretarial work preferably in University/ Educational Institution.</p> <p>Desirable: Diploma on Stenography.</p> <p>Age: should not be above 38 years of age as on the last date of receipt of application.</p>
Security Officer	<p>Essential Qualification:</p> <p>Bachelors Degree in any discipline with at least 50% of marks Experience or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute with good academic record or its equivalent.</p> <p>Adequate knowledge of computer applications.</p> <p>Exposure to Defence/Police Service.</p> <p>Desirable Experience:</p> <p>Should be a released Short Service Commissioned Officer or serving as such after having completed his/her initial period of assignment of 5 years of military service and whose case the Military of Defence issues certificate that he/she would be released within 3 months of selection and from the date of receipt of offer of appointment or CRPF/Central or State Police/CISF/Para Military/BSF</p>



personnel with arms license and should have discharged responsibilities in Government/Educational Institutions of repute. Must be able to lead subordinates and manage priorities on own with decision making capabilities. Experience in security contract management is also preferable.

Moreover, completion of a course in Fire Fighting and/or Unarmed Combat Course in Army or Para-Military Force and fluency in English and Hindi are expected.

Age:

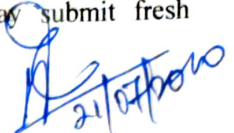
Should not be above 45 years as on the last date of receipt of application.

INSTRUCTIONS & INFORMATION :

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. **Application fee & last date** Candidates will be required to pay an amount of Rs.1000/- (Rupees One Thousand) only and in case of SC/ST Rs.500/- (Rupees Five Hundred) only by Demand Draft in favour of the "Registrar, Gauhati University" payable at SBI, G.U. Branch as an application fee for the post. Completed applications in the prescribed form along with necessary enclosures must reach "The Registrar, Gauhati University, Guwahati-14" latest by **14th August, 2020**. Two copies of application with all testimonials are needed to be submitted. The envelope containing the application form must indicate the name of the post & advertisement no.
3. Those are in employment should submit their applications through proper channel or must submit a No Objection Certificate from the employer.
4. 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 rejected.
5. 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.
6. The University will not be responsible for late/non receipt of call letters for the test/interview due to postal delay.
7. Candidates if found indulging in canvassing in any form will be disqualified.



8. 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. The University reserves the right to do necessary shortlisting as deemed fit.
9. In respect of post no. 3 and 7 advertised earlier vide advertisement No. NTS-5/2018 stands withdrawn and the applicants who applied earlier for the said posts may submit fresh applications (if eligible) without the application fee.



Registrar

Gauhati University

Date: 21.07.2020

Memo No. GU/Regr(SF)/2020/127

Copy forwarded for information and necessary action to:

1. Treasurer, G.U.
2. Chief Medical Officer, G.U. Hospital
3. System Officer, G.U. - for putting it in G.U. website.
4. Secy. to V.C., G.U.
5. Superintendent Establishment Branch, G.U.
6. University Employment Guidance Bureau, G.U.
7. Advertising Agency (*With a request to publish the above advertisement in the next immediate one issue of Assam Tribune, using minimum space*)
8. Concerned Office files.



Registrar

Gauhati University

Date: 21/7/20