



# COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India  
Website: [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)



## Advertisement for Non-Teaching Post

Cotton University requires a dynamic & hard working Academic Registrar, who is well-acquainted with Academic affairs of a University/Institution including curriculum matters, Academic Council matters, Admissions and PhD affairs, Academic ordinance and regulations and other related matters etc. Person should be well versed with the procedures and should be capable of leading the Academic section of the University.

**Last date of receipt of application: - 03.04.2018.**

S No	Name of the post	Number of post (s), scale of pay and qualification
1	Academic Registrar	<p><b>Number of Posts: - 1 (one) UR</b></p> <p><b>For a term of 5 years, may be reappointed if found eligible</b></p> <p>Pay Scale:- Pay Band of Rs. 37400/- to Rs. 67000/- + GP Rs. 10000/- (Pre Revised)</p> <p>Essential Qualifications: A Post-Graduate degree from a recognized University with at least 55 per cent marks or its equivalent in the CGPA scale; along with</p> <p>(i) at least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above, or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor, along with experience in educational administration; or</p> <p>(ii) Comparable experience in research establishment and/or other institutions of higher education; or</p> <p>(iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Preferable: Functional computer efficiency; Qualification in Public Administration; Should have good interpersonal skills to interface with students, teachers, staff at all levels, media and the public. A PhD degree is desirable but not essential.</p> <p>Age limit: - Not less than 45 years and not more that 55 years on the last date of submission of application and shall superannuate at the age of 60, or after the completion of the tenure of 5 years whichever is earlier.</p>

14/3/2018



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## GENERAL TERMS AND CONDITIONS:-

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

- (a) relax any requirements of experience and age for exceptional candidates, especially for those from reputed educational/research Institution and having a good track record;
- (b) invite promising persons for the selection process who may not have applied as per this announcement;
- (c) withdraw the advertised post at any time without assigning any reason;
- (d) either fill or not fill the post, and its decision in this regard shall be final;
- (e) appoint a candidate who may be on deputation / lien from a reputed educational / research institution, a Government organization or a Public Sector Undertaking
- (f) short list a limited number of candidates for interview and/or test for the post, although a much larger number may satisfy the minimum criteria (mere fulfilment of minimum criteria will NOT entitle a candidate to be called for test/interview)
- (g) disqualify any candidate who attempts to lobby or canvass to influence the selection process;
- (h) 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 the recruitment process which may have been detected at a different stage;
- (i) disqualify any candidate who may have been 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 further.

Candidates from reserved categories must submit an attested copy of the relevant certificates signed by the appropriate authority as specified by the Government of Assam, along with their application form. Age and qualification will be relaxed for reserved category candidates as per Government of Assam Norms.

All degrees of candidates must be from recognized Boards/ Councils and Universities/ Institutions as the case may be.

The University will not be responsible for either any non-receipt of application sent by a candidate or any delay in receiving the application sent by a candidate, on any account.

Applications must be filled up in the format described in the form. Please download the form and fill it carefully and correctly. An application with incomplete documentation or incorrect information is liable to be summarily rejected.

All documents can be self attested. 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 commission, the responsibility and liability shall lie solely with the candidate, and the application could be summarily rejected without any refund of fees.

  
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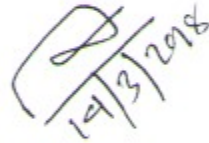
The University will verify the antecedents and documents of the candidates at the time of interview and also at the time of appointment or during the tenure of service. If at any time it is detected that the documents submitted by a candidate are false or the candidate has suppressed relevant information, then he/she will be denied the opportunity to go through the selection process or, if in service, terminated from service without prejudice to any other action taken by the University.

Applications received after the last date shall be rejected. Applications for post of Academic Registrar must be accompanied by a Bank Challan of Rs. 2,000/- only as processing fee for the application; Reserved Category applicants need to pay 50 per cent of the above specified amount. This application fee is non-refundable.

For safety, it is advisable to send applications by either Registered Post or a reliable courier service. The decision of the University authorities during the different stages of the selection process will be final and binding.

Selected candidates will be governed by the New Pension Rules, 2005. Selected candidates will receive the standard Government of Assam allowances. If any selected candidate joins on deputation/lien from another educational/research organization, government organization, or public sector undertaking, standard Government norms and CU rules and regulations in this regard will be applicable.

All selected candidates, will be on probation for one year; their performance will be reviewed before the probationary period is over, after which they could be confirmed, terminated or their probationary period extended, if found necessary.

  
14/3/2018