



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

आप्रमत्तेन वेदव्ययम्

## Advertisement for the Post of Multi-Tasking Staff

Applications are invited from intending eligible candidates for the following posts from candidates who are Indian nationals and are committed to establish a University of Excellence, proud of working beyond call of duty and uphold the highest standard of ethics and public accountability.

Advertisement No: **Recruitment/CU/2023/017**

**Date: 03.10.2023**

Last date of receipt of application: 26<sup>th</sup> October 2023 (Soft Copy) 1<sup>st</sup> November 2023 (Hard Copy)

Sl.No.	Name of Post	Category & No. of vacant posts	Scale of pay	Qualifications
1	Multi-Tasking Staff (MTS)	2 (Two) (Unreserved)	Rs. 12,000/ to Rs. 52,000/- G.P Rs.4400/-	1. Candidates must possess the minimum educational qualification of class IX passed. 2. Must possess Light Motor Vehicle Driving License issued by the Competent Authority with minimum 5 (five) years driving experience in Govt., semi govt., in public sector undertaking or in research organization.  Upper age limit is 40 years as on 01.07.2023.

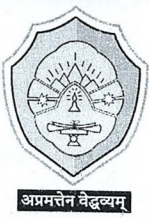
Cotton University shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:-

- withdraw the advertised posts at any time without assigning any reason;
- fill up the posts or leave it vacant and its decision in this regard of the University shall be final;
- appoint a candidate who may be on deputation/lien from a reputed educational/research institution, a government organization or a public sector undertaking;
- short list a limited number of candidates for interview and/or test for the post, although a large number may satisfy the minimum criteria (mere fulfillment of minimum criteria will NOT entitle a candidate to be called for interview/test);
- disqualify any candidate who attempts to lobby or canvass to influence the selection process;
- 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 in the recruitment process which may be detected at different stages;
- disqualify a candidate who may be 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;
- Age will be calculated as on 01.07.2023.
- all the certificates of candidates must be from recognized boards/councils/universities/institutions as applicable ;

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- (k) applications must be submitted in offline mode as per the prescribed format available in the University website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). Submitted applications must be supported by the scanned copies of the original supporting documents and sent in online in the email for submission of soft copy of filled applications- [support.recruitment@cottonuniversity.ac.in](mailto:support.recruitment@cottonuniversity.ac.in) Payment challan of Rs.500/- to be downloaded from the website. The transaction ID needs to be filled in the application form. The University copy of the Challan needs to be submitted along with the form (both in hard copy and soft copy)
- (l) 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 the commission, the responsibility and the liability shall lie solely with the candidate, and the application could be summarily rejected without any refund of fees;
- (m) the existing contractual/temporary workers with desired qualifications of the Cotton University will be given maximum 10% weightage on the length of service rendered by them to the University.
- (n) the University will verify the original 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/information submitted by the candidate are false or the candidate has suppressed relevant information, then he/she will not be allowed to go through the selection process or, if in service, will be terminated from the service without prejudice to any other action taken by the University;
- (o) relax stipulations in respect of essential qualification in case of exceptionally experienced candidates on the recommendation of the screening and selection committee.
- (p) applications submitted after the last date shall be rejected.
- (q) application processing fees of Rs.500/-(Rupees five hundred) only to be paid by the applicant in the form of Bank Challan payable at all branches of ICICI Bank Ltd.(Please download from website). Each submitted application form must be accompanied by University copy of the payment Challan. Candidates from reserved category shall be considered for appointment in the posts unreserved category subject to their applying for such posts and paying the full fee without concession. The application fees are non-refundable;
- (r) the decision of the University authority during different stages of the selection process will be the final and binding;
- (s) selected candidates will be governed by the New Pension Rules, 2005. They will receive the standard CPC allowances as agreed to by the Government. If any selected candidate joins on deputation/lien from another educational/research organization, government organization, or public sector undertaking; standard government norms, Cotton University rules and regulations in this regard will be applicable;
- (t) all selected candidates, will be on probation for a period of one year; their performance will be reviewed before the probationary period is over, after which their services will be confirmed, terminated or the probationary period will be extended, if necessary;
- (u) filled application along with all necessary testimonials and payment Challan must be submitted offline and also soft copy in email... as stated above to the Registrar, Administrative Building, Cotton University, Panbazar, Guwahati-781001, Assam, India.
- (v) Last date for submission of soft copy of the application is on up to 5p.m.of 26<sup>th</sup> October 2023 and hard copy is on 5p.m.of 1<sup>st</sup> November 2023
- (w) Form "A" & "B" needs to be uploaded along with the application form.

Registrar

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