

**OFFICE OF THE REGISTRAR::GAUHATI UNIVERSITY::GUWAHATI-14
PERSONNEL DEPARTMENT (ESTABLISHMENT BRANCH)**

(Advertisement No. NTS/5/2012)

Applications are invited from the Indian citizens for the following posts in the Pay Band and Grade Pay as shown below against the posts.

1. **Foreman** : 1 post: () (Pay Band Rs.8,000-35,000+G.P. Rs. 4,900/-)
Educational qualification : The candidates should have 1) Diploma in Electrical Engineering/Mechanical Engineering/Electronic Engineering, 2) Working experience of 10 years in the field.
2. **Cartographer**: 1 post (for department of Geography) Pay Band Rs.8,000-35,000 +G.P. Rs. 4,300/-
Educational qualification: B.A./B.Sc. with major in Geography and basic knowledge of Computer Application.
3. **Jr. Literary Assistant-cum-Proof Reader** : 1 post at (GUPD) Pay Band Rs.5,200-20,200+ G.P. Rs. 3,300/-.
Educational qualification : The candidates must be graduate in Arts/Science. Candidates with Major in Assamese/English are desirable. Candidate must have adequate knowledge of Assamese/English Language, especially in the grammar, composition and spelling aspects of it. Candidates having experience in the work of book publication and proof reading will be given preference.
4. **Accounts Assistant**: 5 posts : (which may vary) Pay Band Rs.5,200-20,200+G.P. Rs. 3,300/-
Educational qualification : The candidates must be graduate in Commerce, Candidate having computer knowledge in Accounting Software, MS Office, Page Maker, RDBMS etc. will be preferred.
5. **Lower Division Assistant**: 10 posts : (which may vary) Pay Band Rs.5,200-20,200+ G.P. Rs. 3,300/-
Educational qualification : Graduate in any stream from a recognized University. Candidates having adequate knowledge of using computer in Office Management will be preferred.
6. **Store Keeper cum Computer-Typist**: 7 posts, one each for Deptt. of Physics, Chemistry, Botany, Geography, Zoology, Statistics & Geological Science. Pay Band Rs. 5,200-20,200+ G.P. Rs. 3,300/-
Educational Qualification: B.A/B.Sc. With major in the relevant subject. Candidates having Computer knowledge will be preferred. Candidate will be required to apply separately for each department.
7. **Lab. Assistant cum Computer Typist**: 8 posts one each for Chemistry, Botany, Anthropology, Zoology, Biotechnology, Geological Science, Environmental Science and Electronic & Communication Technology Pay Band Rs. 5,200-20,200+G.P. Rs. 3,300/-
Educational Qualification : BA/B.Sc. with major in the relevant or associated subject. Candidates having Computer knowledge will be preferred. Candidate will be required to apply separately for each department.
8. **Computer Typist**: 6 posts, Pay Band Rs. 5,200-20,200+ G.P. Rs. 2,500/-
Educational qualification: H.S.S.L.C. Examination (12th standard) pass with diploma in Computer Application. Candidates having computer knowledge in word processing will be preferred.
9. **Printer-cum Foreman** : 1 post for G.U. Press Pay Band Rs.8,000-35,000 G.P. Rs. 4,300/-.
Educational qualification : 1) H.S.S.L.C. Examination (12th standard) pass, 2) Diploma in Printing Technology from any recognised Institution. With minimum 5 years work experience and Degree in any discipline from any recognised University is desirable.

General Information:

Age: Not below 18 years and not above 38 years of age as on 01.04.2012. Relaxation for SC/ST/OBC/PH candidates as per State Govt. Rule. For internal candidates, age will be relaxed by 5 years.

Reservation: As per G.U. rule.

Written Test/Computer Test/Technical Test: Written test/ Computer Test/ Technical Test as may be felt necessary will be held by the University, to short list the candidates for interview.

Application Procedure: Candidates will be required to apply in the prescribed application form only, available in the website (www.gauhati.ac.in.) The form may be also collected from the Establishment Branch, G.U. Application submitted in any other format, or incomplete applications are liable to rejection. Particulars of the candidate in the prescribed application form supported by attested copies of the certificates, mark-sheets etc. along with a Bank Draft of Rs. 1000/- (Rs.500/- for SC/ST candidates) for Sl. No. 1 and Rs. 600/- (Rs. 300/- for SC/ST candidates) for Sl.No. 2 to 9 as an application fee drawn in favour of “**Registrar, Gauhati University**” payable at SBI, Gauhati University Branch only must be enclosed with the application. Application must be submitted to the **Registrar, Gauhati University, Guwahati -14**, so as to reach the office on or before **04.05. 2012** . The application fee may also be paid in G.U. Cash Counter during office hours. The University shall not be responsible for non receipt or delayed receipt of the application due to postal problems.

Registrar
Gauhati University