

GAUHATI UNIVERSITY
GUWAHATI-14
(Advertisement No.NTS/2/2012)

Applications are invited from the Indian citizens for eligible candidates for the post of System Administrator.

No. of post : 1 (which may vary)

Pay : Pay band : Rs. 12,000-40,000/- Grade Pay : Rs. 6,100/-

Essential qualification : BE/B.Tech. in CSE/IT or MCA/M.Sc. in CS/IT or equivalent.

Age : Preferably not above 37 years on 01.02.2012.

Experience : At least 3 years working experience in educational organization or in Govt. Office.

Application : Application in prescribed format, available in the University website : **www.gauhati.ac.in.** along with attested copies of all testimonials and accompanied with a Bank Draft of Rs.1000/- (Rs.500/- for SC/ST candidate) as application fee drawn in favour of Registrar, Gauhati University payable at S.B.I., Gauhati University Branch and addressed to "**Registrar, Gauhati University, Gopinath Bardoloi Nagar, Guwahati-14**" should reach him on or before **20.02. 2012.** The application fee may also be paid in G.U. Cash Counter during office hours.

Those in employment should submit their applications through proper channel.

Candidates will be short listed for the interview and they 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.

Registrar,
Gauhati University



GAUHATI UNIVERSITY

GOPINATH BARDOLOI NAGAR : GUWAHATI-14 : ASSAM : INDIA

APPLICATION FORM FOR NON-TEACHING POSTS

Paste Passport
Size Photograph
(Self Attested)

Post applied for :.....

Advertisement Ref. :.....
.....

- 1. Name of the application :.....
- 2. Father's Name :.....
- 3. Date of Birth :

D	D	M	M	Y	Y	Y	Y

4. (a) Whether applying under any reserved category if year, name of the category:.....(Yes/No)

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

(b) Whether applying under any reserved category as per advertisement if yeas, name of the category. :.....(Yes/No)

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

5(a) Address for Communication :.....
.....

Phone No.....Mobile No.....

Email.....

(b) Permanent Address :.....
.....

Phone No.....Mobile No.....

6. Sex :.....(Male/Female)

7. Nationality :.....
8. Marital Status :.....(Married/Unmarried)
9. Education Qualifications (HSLC onwards) : [Attach additional sheet if required]

Exam Passed/Degree obtained	Board/University	Institute	Passing Year	Division

10. Professional/Technical Qualification(s): (if any)

Exam Passed/Degree obtained	Board/University	Institute	Passing Year	Division

11. Work Experience : Education Qualifications :[Attach additional sheet if required]

Name of Organization	Designation	Working Period		Salary/Pay Scale	Nature of Duty
		From	To		

12. Do you have computer proficiency :.....(Yes/No)
 If yes, state which of the following you know and work with confidence :.....
 (MS Word, MS Excel, MS Power Point, Handling emails, Browsing and Searching):.....

13. Special interest if any :.....
14. Indicate the time you will require to join if selected. :.....
15. Any other Information :.....
 [Attach additional sheet if required]

16. Details of fee paid/attached :.....
 (In case applicable & payable as per Advt.)
 (a) Amount fee :.....
 (b) Draft/IPO No. :.....
 (c) Draft/IPO Date :.....
 (d) Name of Bank(on which DD drawn):.....

I hereby declare that information given by me in this application form is complete and correct in all respects, I understand that I shall be liable for furnishing wrong information in this application form.

Place:.....

Date:.....

(Signature of Applicant)

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ENDORSEMENT FORM EMPLOYER

(for applicant in employment)

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

Date :.....

.....
 Signature of the Head of the organization/Department

(With seal)

GENERAL INSTRUCTIONS

1. Applicants should fill particulars in his/her own hand writing neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies 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 OBC/SC/ST/PwD(OH/VH/HH) must attach self attested photocopy of caste/category certificate, issued by the competent authority. Candidates only from the Central List of OBCs' are eligible.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelop containing application form should be superscribed as :
"Application for the post of....."
(name of the post)
7. Application should be addressed to :
**The Registrar,
Gauhati University
Guwahati-781014**
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 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 self attested 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. Candidates may be short listed if needed, by holding written/computer test, for the interview.