



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India
Website: www.cottonuniversity.ac.in

ADVERTISEMENT FOR NON-TEACHING POSTS

Job Advertisement No. Recruitment/CU/2024/15 Dated 04.12.2024

Applications {in both hard copy & soft copy formats} are invited for the following Non-Teaching Posts from candidates who are Indian Nationals and are committed to establishing a University of excellence, proud of working beyond the call of duty and upholding the highest standards of ethics & public accountability.

LAST DATE & TIME OF RECEIPT OF APPLICATIONS: - (i) FOR SOFT COPY: 11:59 PM of 24-December-2024
(ii) FOR HARD COPY: 5:00 PM of 27-December-2024

Sl. No	Name of the Post, Number & Category of Post(s), Nature of Post, Scale of Pay, and Type of Recruitment	Essential Educational Qualifications, Work Experience, Desirable Criteria, and Age Limit
1	Name of the Post: Junior Engineer {Civil} Number & Category of Post(s): 01 – UR Nature of Post: Permanent Scale of Pay: Rs.22,000/- to Rs.97,000/- + Grade Pay Rs.9,700/- Type of Recruitment: Direct Recruitment	Essential Educational Qualifications and Work Experience: (i) Full-time Bachelor of Engineering(B.E.)/ Bachelor of Technology(B. Tech.) degree or its equivalent degree in Civil Engineering from a AICTE recognized University/Institute with at least 50% marks or an equivalent grade in a point scale wherever grading system is followed; (ii) Minimum 05(Five) Years of relevant work experience in Civil Construction & Maintenance Works in major Government Projects /Foreign Agency funded Projects. Desirable Criteria: <ul style="list-style-type: none">Proficiency in operating AutoCAD software, computer utilities software packages relating to digital office, etc. Age Limit: Not more than 40 years as on 01-11-2024 [Relaxation of Age shall be allowed as per Government norms].
2	Name of the Post: Library Assistant Number & Category of Post(s): 01 – OBC {NCL} Nature of Post: Permanent Scale of Pay: Rs.22,000/- to Rs.97,000/- + Grade Pay Rs.9,700/- Type of Recruitment: Direct Recruitment	Essential Educational Qualifications and Work Experience: (i) Bachelor's degree in any discipline from a UGC/AICTE recognized University/Institute with at least 50% marks or an equivalent grade in a point scale wherever grading system is followed; (ii) Master's Degree in Library & Information Science; (iii) Minimum 02(Two) Years of relevant & continuous work experience in a regular/permanent capacity in a well-established library. Desirable Criteria: <ul style="list-style-type: none">Proficiency in computer utilities software packages relating to digital office, library automation & administration/management, etc.;Knowledge on contemporary library management practices;Good command over both English & Assamese languages;Good interpersonal skills to interface with students, teachers, & staff members at all levels. Age Limit: Not more than 40 years as on 01-11-2024 [Relaxation of Age shall be allowed as per Government norms].

Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



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GENERAL TERMS & CONDITIONS: -

1. Cotton University shall adopt a holistic approach towards scrutiny of the applications and reserves the right to: -
 - a. withdraw any or all the advertised posts at any time without assigning any reason thereof;
 - b. either fill or not fill any or all the advertised posts, and that its decision in this regard shall be final and binding upon all;
 - c. restrict the number of candidates to be called for the Selection Process by short-listing a limited number of candidates for the same in respect of any or all the advertised posts, although a much larger number may satisfy the minimum Eligibility Criteria;
 - d. disqualify any candidate who attempts to lobby or canvass to influence the Selection Process;
 - e. disqualify any candidate who may have been short-listed based on wrong information provided by him/her;
 - f. 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 job advertisement or the recruitment process which may have been detected at a subsequent stage;
 - g. terminate a selected candidate at any stage of service and initiate legal proceedings against him/her who may have been selected/appointed based on wrong information provided by him/her.
2. Mere fulfilment of the minimum Eligibility Criteria comprising Essential Educational Qualifications and Work Experience shall NOT entitle a candidate for consideration and to be called for the Selection Process. Due weightage shall be given to candidates who fulfil the Desirable Criteria. The decision of the Screening Committee(s) for short-listing of candidates shall be final and binding upon all.
3. The mandatory Processing Fee to the tune of Rs.1,000/- (Rupees One thousand only) is non-refundable and that it must be invariably deposited through the link <https://cottonuniversity.samarth.edu.in/feeportal/index.php/site/login> Any reserved category applicant who applies for a reserved category post shall have to pay only 50% of the above specified amount {i.e. Rs.500/-}. However, such an applicant while applying for an unreserved category post shall have to pay the full amount of the stipulated Processing Fee {i.e. Rs.1,000/-}.
4. The soft copies of the blank Application Form must be downloaded from the University's website and that their hard copies duly filled up in the prescribed format only. No other formats thereof shall be accepted and that any deviation from the same shall result in cancellation of the candidature.
5. Employed candidates must submit a 'No-Objection Certificate' from their current Employer and self-attested photocopies of Appointment Letter(s)/Order(s) in support of their employment & work experience along with their Application, failing which their candidature shall not be considered for scrutiny any further.
6. Candidates belonging to reserved categories must submit a self-attested copy of the relevant certificates issued by the appropriate authority as specified by the Government of Assam, along with their Application.
7. All degrees/diplomas of the applicants must be from recognized Boards/Councils/Universities/Institutions, as the case may be.
8. The intending candidates must meet the relevant Eligibility Criteria and provide the relevant information which he/she possesses at the time of application. Candidates who do not fulfil the relevant Eligibility Criteria at the time of application shall not be eligible to apply for the post(s).
9. The University shall process the Applications entirely based on the information/documents furnished by the candidates and that the registration of all candidates shall be provisional. In case the information/documents provided by them is/are found to be false/incorrect by way of omission or commission, then its responsibility &

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liability shall lie solely with the candidate, and that such Application shall be summarily rejected without any refund of fees.

10. If, at any stage of the recruitment & Selection Process, it is detected that the information/documents submitted by a registered candidate is/are false or not in conformity with the Eligibility Criteria or the candidate has suppressed relevant information, then he/she shall 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.
11. The University shall verify the character, antecedents, nationality, documents & credentials of the candidates not only at the time of scrutiny of Applications or the Selection Process but also at the time of appointment as well as during the tenure of service.
12. The University shall not be responsible for any non-receipt of Application sent by a candidate owing to technical error and/or postal delay in receiving the same, on any account whatsoever. The University shall also not be responsible for any late receipt or non-receipt of Call Letters for the Selection Process owing to technical error or postal delay.
13. The selected candidates shall be governed by the New Pension Rules, 2005 or any other rules as mandated by the Government & other applicable authorities from time to time. The appointees shall receive the standard Pay & Allowances as per the rules & regulations, norms, orders, notifications, office memoranda issued from time to time by the Government of Assam and the Common Pay Committee for the State Universities of Assam.
14. All selected candidates, shall be on probation for a period of 01(One) Year; their performance shall be reviewed before the probationary period is over, after which they could be either confirmed/regularised or terminated or their probationary period extended {if deemed necessary}.
15. The requisite hard copies viz. – (i) the Counterfoil of the Processing Fee related Bank Challan, (ii) the filled-up Application Form, (iii) the No-Objection Certificate(NOC) from the current Employer and Appointment Letter(s)/Order(s), (iv) a self-attested photocopy of the Matriculation Admit Card/ Birth Certificate, (v) a set of self-attested photocopies of all Marks-sheets/Grade-sheets & Pass Certificates [pertaining to Matriculation/Class X, Higher Secondary/Class XII, Graduation, Post Graduation {if applicable}, Technical/Professional Qualification(s) {if any}, and any other Qualification(s)], Testimonials, and other relevant documents, and (vi) a self-attested copy of the valid Caste Certificate{if applicable} and the corresponding Form of Certificate{as applicable}, other certificate(s) {if applicable} – must reach the University in a Sealed Envelope during office hours on or before 5:00 PM of 27-December-2024. The Sealed Envelope must be super-scribed as “Application for the post of {name of the post applied for}” at Cotton University :: Job Advertisement No. Recruitment/CU/2024/15 Dt. 04.12.2024” and addressed to –
“The Registrar
Administrative Building
Cotton University
Panbazar, Guwahati, Assam
PIN Code-781001”
16. The requisite soft copies viz. the scanned replica of all the requisite hard copies {detailed above} must be e-mailed with the subject “Application for the post of {name of the post applied for}” at Cotton University :: Job Advertisement No. Recruitment/CU/2024/15 Dt.04-12-2024” to recruitment@cottonuniversity.ac.in on or before 11:59 PM of 24 December, 2024.
17. Applications received after the last date & time or incomplete in any form or without relevant enclosures or without the mandatory Processing Fee shall be out-rightly rejected.


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18. All Certificates, Marks-sheets/Grade-sheets, Appointment Letter(s)/Order(s), Testimonials, and other relevant documents must be produced in original for verification at the time of Selection Process {if short-listed}, failing which the candidate may not be allowed to appear for the Selection Process.
19. The decision of the University authorities during the different stages of the Selection Process shall be final and binding upon all.

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