



**OFFICE OF THE REGISTRAR
MAJULI UNIVERSITY OF CULTURE**

Kamalabari, Majuli
Email: mucmajuli19@gmail.com

No. MUC/SC-44/20-21/675

Dated Majuli the 14th of November, 2021

Advertisement

Majuli University of Culture invites applications from eligible Indian citizens for various non-teaching positions (Grade III). The last date of receipt of filled-in applications is **04.12.2021**. Applications will be received only on the Majuli University of Culture working days. The University will not be responsible for any postal delay.

For detailed information, other terms and conditions and application form, interested candidates may visit the University website: www.muoc.ac.in

Registrar
Majuli University of Culture
Majuli

No. MUC/SC-44/20-21/675

Dated Majuli the 14th of November, 2021

Copy to:

1. The Hon'ble Vice-Chancellor, Majuli University of Culture, Majuli, for favour of kind information
2. The Director of Higher Education, Govt. of Assam, for favour of kind information.
3. Director, Information and Public Relations, Assam with a request to publish this advertisement notice in *The Assam Tribune* and *The Dainik Janambhumi* immediately.
4. Finance & Accounts Officer, MUC, for information.
5. NE Tech Solutions, Guwahati. They will upload this advertisement notice in the website of the University.
6. Office file for record.

Registrar
Majuli University of Culture
Majuli

PART I: DETAILS OF THE POST:

Sl. No.	Name of the Post(s)	No. of Post (s)	Pay Band	Age limit	Reservation Category
1.	Internal Auditor	1	Rs. 22,000- Rs. 97,000/- G.P. Rs. 9,100/-	As per State Government Rule	UR
2.	Library Assistant	1	Rs. 22,000- Rs. 97,000/- G.P. Rs. 9,100/-		OBC/MOBC
3.	Senior Assistant	1	Rs. 22,000- Rs. 97,000/- G.P. Rs. 9,100/-		UR
4.	Senior Assistant	1	Rs. 22,000- Rs. 97,000/- G.P. Rs. 9,100/-		UR
5.	Demonstrator/ Graduate Instructor	1	Rs. 14,000- Rs. 60,500/- G.P. Rs. 8,700/-		ST-P
6.	Junior Assistant	1	Rs. 14,000- Rs. 60,500/- G.P. Rs. 8,700/-		OBC/MOBC
7.	Junior Assistant	1	Rs. 14,000- Rs. 60,500/- G.P. Rs. 8,700/-		UR
8.	Junior Assistant	1	Rs. 14,000- Rs. 60,500/- G.P. Rs. 8,700/-		SC
9.	Junior Assistant	1	Rs. 14,000- Rs. 60,500/- G.P. Rs. 8,700/-		UR
10.	Technical Assistant	1	Rs. 14,000- Rs. 60,500/- G.P. Rs. 6,200/-		OBC
11.	Driver	1	Rs. 14,000- Rs. 60,500/- G.P. Rs. 5,600/-		UR
12.	Driver	1	Rs. 14,000- Rs. 60,500/- G.P. Rs. 5,600/-		UR




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PART II: DETAILS OF THE EDUCATIONAL AND OTHER QUALIFICATIONS AND EXPERIENCE REQUIRED:

Sl. No.	Name of the Post(s)	Educational qualification, desirable qualification, experience, etc
1.	Internal Auditor	<p>Post-1(UR)</p> <p>(a) A Bachelors Degree in Commerce with Major in Accountancy</p> <p>(b) Uniformly good academic record</p> <p>(c) Experience of auditing in A.G. Office/Directorate of Local Accounts/reputed C.A. firm/ auditing and accounting in any University.</p> <p>(d) Ability to work with computer</p>
2.	Library Assistant	<p>Post-2(OBC/MOBC):</p> <p>(a) A Bachelors Degree from a recognized University with a degree in Library and Information Science</p> <p>(b) Candidates with experience of working in library of any educational or government institution shall be preferred</p> <p>(c) Ability to work with computer</p>
3.	Senior Assistant	<p>Post-3 (UR)</p> <p>(a) A Bachelors Degree in any discipline from a recognized University</p> <p>(b) Minimum Five years of experience in working as Junior/Office Assistant in any government organization/Higher Educational institution</p> <p>(c) Ability to work with computer</p> <p>Post-4(UR)</p> <p>(a) A Bachelors Degree in any discipline, preferably in Computer application, from a recognized University</p> <p>(b) Minimum five years of experience in working as Junior/Office Assistant or in web-designing or in other such positions in any government organization/Higher Educational institutions</p> <p>(c) Ability to work with computer</p>
4.	Demonstrator/ Graduate Instructor	<p>Post-5(ST(P)):</p> <p>(a) A Bachelors Degree from a recognized University</p> <p>(b) Diploma or Degree in any branch of Performing Arts, preferably Satriya music and dance</p> <p>(c) Ability to work with computer</p>
5.	Junior Assistant	<p>Post-6(OBC/MOBC):</p> <p>(a) A Bachelors degree from a recognized University</p> <p>(b) Ability to type in both Assamese and English as evidenced by appropriate Diploma of a minimum of Six months duration from any recognized University or Institution.</p> <p>(c) Experience of working in any Higher Educational Institution in office management/accounting shall be preferred</p> <p>(d) Age: As per State Government Rule</p>

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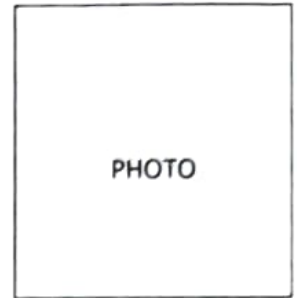
		<p>Post-7(UR)</p> <p>(a) A Bachelors Degree from any recognized University</p> <p>(b) Ability to type in both Assamese and English as evidenced by appropriate Diploma of a minimum of Six months duration from any recognized University or Institution.</p> <p>(c) Experience of working in any Educational Institution in office management/accounting shall be preferred</p> <p>Post-8 (SC):</p> <p>(a) A Bachelors Degree in Commerce from any recognized University with Accountancy as major subject of study</p> <p>(b) Ability to type in both Assamese and English as evidenced by appropriate Diploma of a minimum of Six months duration from any recognized University or Institution.</p> <p>(c) Experience of working in any Educational Institution in office management/accounting shall be preferred</p> <p>Post-9 (UR):</p> <p>(a) Bachelors Degree from any recognized University, preferably in Computer application</p> <p>(b) Experience of designing website for any Higher Education/Government Institution shall be preferred.</p> <p>(c) Ability to type in both English and Assamese</p>
6.	Technical Assistant	<p>Post-10 (OBC/MOBC)</p> <p>(a) Twelve standard pass from any recognized Board/Council</p> <p>(b) Ability to handle Computer, Photocopier, type-writing, and management of the Office and library works, Stock Registers etc. shall be essential</p> <p>(c) Candidates with experience of working in those areas in any education institution shall be preferred</p>
7.	Driver	<p>Post-11 (UR)</p> <p>(a) HSLC pass with License in driving light motor vehicle</p> <p>(b) Minimum three years of driving experience with the head of any educational or Government institutions</p> <p>Post-12(UR)</p> <p>(a) HSLC pass with License in driving light motor vehicle</p> <p>(b) Minimum three years of driving experience with the head of any educational or Government institutions</p>



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PART-III: APPLICATION PROFORMA

**MAJULI UNIVERSITY OF CULTURE
PROFORMA FOR APPLICATION**



1. Applied for the Post (name of the post) :
2. Name of the Applicant (Block Capital) :
3. Present Address :
4. Permanent Address :
5. Father's Name :
6. Place of Birth including Police Station and District & P.O. :
7. Are you citizen of India :
8. Educational qualifications :
9. Other Qualifications :
10. Community :
- (a) State your religion :
- (b) Are you a member of Schedule Caste/ Schedule Tribe (Answer 'Yes or No') If 'Yes' give particulars supported by a certificate copy of which should be enclosed) :
11. Age as on the last date of receipt of applications stated in the advertisement (accordingly to H.S.L.C certificate copy of which should be enclosed) :
12. Present occupation (if any) :
13. Previous appointment held (if any) :
14. Are you trained in or a member of the National Cadet Corps of Territorial Army or trained Home Guards and Civil Defence Volunteers, if so give particulars:
15. Employment Registration No. (if any) :
16. Declaration:

I am candidate for the post and the statements stated above are true to the best of my knowledge and belief. In case of any false statement, I am liable to any action the University deems fit and proper.

A Demand Draft of Rs. is attached herewith.

Date:

Place:

Signature of the Candidate

POINTS TO BE NOTED BY THE APPLICANTS

1. Applicants must mention in their applications and also in the outer side of the envelope (they use to send their application) the name of the Post for which he/she is applying.
2. Application sent for any post under **Reserved Category** must accompany appropriate certificate offered by appropriate bodies
3. Applicants are to submit along with their applications all certificates/documents/ testimonials in support of their age, educational & other qualifications, experience etc.
4. In-service persons must submit their applications through proper channel, or submit a "No Objection Certificate" from the appointing authority along with their applications.
5. Written test along with personal interview and technical/ professional ability test shall be held for the posts of Junior Assistant, Technical Assistant and Driver in the following manner:

Sl. No.	Name of the Post	Category	Marks
1.	Demonstrator/ Graduate Instructor	General Knowledge	25
		Comprehension	25
		Computer/ Typing/demonstration (for Demonstrator) Test	25
		Interview	25
		Total Marks	100
2.	Junior Assistant	General Knowledge	25
		Comprehension	25
		Computer/ Typing Test	25
		Interview	25
		Total Marks	100
3.	Technical Assistant	General Knowledge	25
		Comprehension	25
		Technical ability	25
		Interview	25
		Total Marks	100
4.	Driver	General Knowledge	25
		Comprehension	25
		Driving test	25
		Interview	25
		Total Marks	100


6. All applications irrespective of any category shall be scrutinized by a Screening Committee for short-listing the number of candidates. If found incorrect or deficient in any form in supplying any information required such applications shall be outright rejected.
7. Mere fulfillment of the minimum eligibility criteria shall not entitle an applicant for consideration for any test/interview. The decision of the Screening Committee(s) for short-listing the candidates shall be final.
8. The University reserves the right to cancel any application at any stage on its own reason. It also reserves the right to relax any qualification of any candidate if he/she is found to be exceptionally meritorious or otherwise deemed to be essential for the University.
9. All posts irrespective of any category shall remain purely temporary till they are confirmed after a minimum of one year's probation period which may be extended if necessary

Prave

10. Application Fees *Non-refundable*

An Application must be accompanied by a Demand Draft for **Rs.500/- (Rs.125/- for SC and ST(P, H))**, drawn in favour of the Registrar, Majuli University of Culture, Majuli, payable at the **Punjab National Bank, Garamur Branch (IFS Code-PUNB0220020), Majuli, Account No. -2200010048301)**

11. Applicants are directed to strictly read these conditions and submit their applications only after accepting these terms and conditions.
12. Candidates will be intimated about the date of examination through the website of the University. They can also download the admit card from the website. Hence, the candidates are advised to check the website from time to time. No personal correspondence will be made with the candidates in this regard.
13. A candidate selected for a post must be medically fit physically and mentally. A certificate to that effect duly signed by the Joint Director of Health Services of the district concerned or a Government Medical Officer, shall have to be produced by the person who is appointed to a post before / she is allowed to join.
14. A certificate about good conduct from the Head of the Institution last attended or served (if not an employee of this University), if any, shall have to be submitted along with the application
15. Applicants must fill-in all the parts, as the case may be, of the application form. Incomplete applications in any form shall be summarily rejected. A list of enclosures must be furnished as provided in the application form.
16. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
17. Applicants willing to apply for more than one post shall have to send separate applications for each post along with separate application fee.
18. Applications received after the last date as mentioned in the advertisement shall not be endorsed
19. No TA/DA will be admissible to the applicants for appearing in any interview/written test etc
20. Canvassing in any form will lead to disqualification of the candidate.

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ADDRESS FOR SENDING THE FILLED IN APPLICATIONS:

"THE REGISTRAR, MAJULI UNIVERSITY OF CULTURE, MAJULI, C/O - PUB MAJULI COLLEGE, BONGAON – 785 110, MAJULI"

CANDIDATES SHOULD SEND THEIR APPLICATIONS TO THE ABOVE ADDRESS THROUGH *SPEED POST OR REGISTERED POST ONLY*

LAST DATE FOR RECEIPT OF APPLICATIONS- 04/12/2021

CONDITIONS TO BE FULFILLED AFTER APPOINTMENT:

1. A person appointed to any post mentioned in this advertisement shall join within one month from the date of issue of appointment order, failing which the appointment order is liable to be cancelled, provided that in exceptional circumstances, the Vice-Chancellor may extend this period.
2. Before a person appointed to a post joins in his / her post, he / she shall execute an agreement with the university that he / she shall strictly abide by the provisions of the Acts, the Statutes, Ordinances, Rules and Regulations.
3. Every person appointed permanently to a post shall be on probation for a period of one year. Provided that the period of probation may, for good and sufficient reasons, be extended by the Board for further period.
4. Every person appointed permanently to a post, on satisfactory completion of his / her period of probation, shall be confirmed in the post.



Registrar

Majuli University of Culture

 Majuli