



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

**Kamalabari, Majuli**  
**Email: mucmajuli19@gmail.com**

No. MUC/SC-43/20-21/674

Dated Majuli the 14<sup>th</sup> of November, 2021

**Advertisement**

Majuli University of Culture invites applications from eligible Indian citizens for various non-teaching positions (Officer rank). 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, terms and conditions and application form, interested candidates may visit the University website: [www.muoc.ac.in](http://www.muoc.ac.in)

Registrar  
Majuli University of Culture  
Majuli

No. MUC/SC-43/20-21/

Dated Majuli the 14<sup>th</sup> 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.

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**ADVERTISEMENT NO.: MUC/SC-43/20-21/674**

**PART I: DETAILS OF THE POST:**

Sl. No.	Name of the Post(s)	No. of Post (s)	Pay Band	Age limit	Reservation Category
1.	Assistant Registrar	1	As per UGC	<b>As per State Government Rule</b>	UR
2.	Assistant Controller of Examination	1	As per UGC		
3.	Assistant Librarian	1	As per UGC		
4.	PS to VC	1	Rs. 30,000- Rs. 1,10,000/- G.P. 13,300/-		
5.	Academic cum Language Officer	1	Rs. 30,000- Rs. 1,10,000/- G.P. 12,700/-		
6.	Section Officer	1	Rs. 30,000- Rs. 1,10,000/- G.P. 12,700/-		

**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.	Assistant Registrar	(a) A Masters Degree with a minimum of 55 per cent marks in the aggregate or with an equal/equivalent Grade point in any discipline from a recognized University, preferably in the discipline of Law and a uniformly good academic career (b) Experience of working in any University in the area of administration (c) Ability to handle computer
2.	Assistant Controller of Examinations	(a) A Masters Degree with a minimum of 55 per cent marks in the aggregate or with an equal/equivalent Grade point in any discipline from a recognized University and a uniformly good academic career (b) Experience of working in the Examination systems in any recognized University (c) Ability to handle computer
3.	Assistant Librarian	(a) A Masters Degree with a minimum of 55 per cent marks in the aggregate or with an equal/equivalent Grade point in any discipline from a recognized University and a uniformly good academic career (b) Experience of working in any University/College library in the similar or junior grade (c) NET/SET qualified (d) Ability to handle computer
4.	PS to VC	(a) A Masters Degree with a minimum of 55 per cent marks in the aggregate or with an equal/equivalent Grade point in any discipline

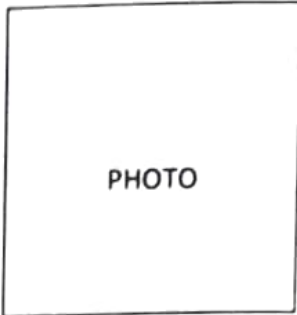


		<p>from a recognized University, and a uniformly good academic career</p> <p>(b) Diploma in short hand and ability to take dictation and handle computer</p> <p>(c) Good command over English and Assamese</p> <p>(d) Candidates with experience of working with educational heads shall be preferred</p>
5.	Academic cum Language Officer	<p>(a) A Masters Degree with a minimum of 55 per cent marks in the aggregate or with an equal/equivalent Grade point in any discipline from a recognized University, and a uniformly good academic career</p> <p>(b) Evidence of published work of Assamese/any other language in the regions other than the heartland of the Brahmaputra Valley</p> <p>(c) Experience of working in any University/College in conducting academic affairs shall be preferred</p>
6.	Section Officer	<p>(a) A Bachelors Degree from a recognized University</p> <p>(b) Experience of working as an Upper Division Assistant in any educational/ Government institution for at least five years</p> <p>(c) Ability to handle computer</p> <p style="text-align: center;">Or</p> <p>(a) A Masters Degree in any discipline from a recognized University with experience of conducting administrative affairs in any Government/non-Government organizations/institutions</p> <p>(b) Ability to handle computer</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





(c) Details of enclosures sent with this application form:

- |       |       |
|-------|-------|
| i)    | ii)   |
| iii)  | iv)   |
| v)    | vi)   |
| vii)  | viii) |
| ix)   | x)    |
| xi)   | xii)  |
| xiii) | xiv)  |

(d) **Forwarding note of the Employer:**

Certified that..... has been an employee of ..... (Name of the organization) since ..... (date) and at present working as ..... Information given by the employee is correct to best of my knowledge.

This organization has no objection to his / her applying for the position of ..... at Majuli University of Culture.

**MemoNo.**

**Signature:**

**Date:**

**Designation:**

**Place:**

**Name of the organization**

*Signature*


## 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. 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.
6. 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.
7. 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 or requirement of any candidate if he/she is found to be exceptionally meritorious or otherwise deemed to be essential for the University.
8. 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
9. Application Fee: (**Non-refundable**):

An Application must be accompanied by a Demand Draft for **Rs.1000/- (Rs.250/- 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**

10. Applicants are directed to strictly read these conditions and submit their applications only after accepting these terms and conditions.
11. 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.
12. 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
13. Incomplete applications in any form shall be summarily rejected. A list of enclosures must be furnished as provided in the application form.
14. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
15. Applicants willing to apply for more than one post must send separate application for each post along with separate application fee.
16. Application(s) received after the last date as mentioned in the advertisement shall not be endorsed
17. No TA/DA will be admissible to the applicants for appearing in any interview/written test etc
18. Canvassing in any form will lead to disqualification of the candidate.

  
Registrar

Majuli University of Culture  
 Majuli



**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 DULY FILLED UP APPLICATIONS COMPLETE IN ALL RESPECTS 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 have to join within one month from the date of issue of appointment order, failing which the appointment order shall be liable to be cancelled, provided that in exceptional cases, 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 periods.
4. Every person appointed permanently to a post, on satisfactory completion of his / her period of probation, shall be confirmed in the post.



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