



Office of the Registrar

MADHABDEV UNIVERSITY

(A State University established under the Assam Act No. XXXV of 2017)

Narayanpur, PO-Dikrong, PIN-784164, Dist.-Lakhimpur, Assam

Phone No.: 03752 262910, E-mail: universitymadhabdev@gmail.com

Ref. No.: MDU/24/Advt.05/84/1541

Date:13.09.2024

Advertisement for Non-Teaching Positions

Madhabdev University invites applications from eligible Indian citizens for filling up 6 posts of Junior Assistant, 1 post of Library Assistant and 11 posts of Multi-Tasking Staff. Candidates who applied for analogous Grade-III and Grade-IV posts responding to the Adv. No. MDU/22Advt.03/22/220 dated 29.04.2022 published by the University need not have to pay the Application Fee. However, they will have to submit fresh applications and NOC (if applicable) along with the evidence of payment of application fee. The last date of receipt of filled-in application is 17.10.2024. For details, please visit the University website www.madhabdevuniversity.ac.in.

Sl No.	Name of the Post(s)	Vacant Post(s)	Minimum Qualification	Pay Band	Category
1	Junior Assistant	6	Bachelor's Degree with Computer Certificate/Diploma of minimum 6 months duration from a recognized Institution.	Rs. 14000.00—60500.00 GP-Rs.5600.00	UR-3
					OBC/MOBC-2
					ST(P)-1
2	Library Assistant	1	Bachelor's Degree in Library Science with Computer Certificate/Diploma of minimum 6 months duration from a recognised Institution.	Rs. 14000.00—60500.00 GP-Rs.5600.00	UR-1
3	Multi-Tasking Staff (MTS)	11	HSLC or equivalent examination passed.	Rs. 12000.00—37500.00 GP-Rs.3900.00	UR(PwD)-1
					UR-3
					OBC/MOBC-3
					SC-1
					ST(P)-2
ST(H)-1					

Age Limit:

- For the post of Finance Officer: Maximum 50 years on 01.01.2024.
- For other posts: The age should not be less than 18 years and more than 40 years of age as on 01.01.2024. The upper age limit is relaxable as follow:
 - 5 years for SC/ST candidates
 - 3 years for OBC/MOBC candidates
 - 10 years for PwD candidates

How to Apply:

- The name of the post and category to which the post is allotted as per the Roster Register should be written clearly on the Left Top of the envelope superscribing “**Application for the Post of Category.....**”.

ii) The type written filled in application along with the supporting documents must reach the undersigned in the following address:

The Registrar
Madhabdev University, Narayanpur, PO-Dikrong,
District-Lakhimpur, Assam, PIN-784164

Application Fee:

A bank draft for Rs. 500/- (Rs. 375/- in case of SC/ST) (non-refundable) in favour of **Madhabdev University, Narayanpur, Lakhimpur** payable at **State Bank of India, Narayanpur Branch (IFSC: SBIN0017208)** must accompany the application. Candidates who applied for analogous Grade-III and Grade-IV posts responding to the Adv. No. MDU/22Advt.03/22/220 dated 29.04.2022 published by the University need not have to pay the Application Fee. However, they will have to submit the evidence of payment application fee.

Selection Process:

The selection process will be consisted of three rounds of evaluation-

- Round 1: Written Test
- Round 2: Skill Test
- Round 3: Interview

Out of total number of candidates who appear the Written Examination, 5 candidates against 1 post will be called for the Round 2 & 3. In Round -2, a panel of experts will evaluate the skills of the candidates. All candidates who appear Round-2, will be interviewed by the Selection Committee. The final selection list will be prepared by calculating the marks of all three rounds. The details of the Evaluation Pattern along with the syllabus will be published in the University website in due time.

NB: Canvassing in any form will disqualify the candidate.



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Copy forwarded for information and necessary action to:

1. The Hon'ble Vice-Chancellor, Madhabdev University.
2. The Principal Secretary to the Govt. of Assam Higher Education Department, Dispur, Guwahati-06.
3. The Additional Secretary to the Govt. of Assam, Chancellor's Secretariat, Raj Bhavan, Guwahati-01.
4. The Director of Higher Education, Govt. of Assam, Kahilipara, Guwahati
5. NE Tech Solutions, Guwahati for uploading the advertisement notice in the website of the University.
6. Office file



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GENERAL INSTRUCTIONS

Applicants are requested to go through the terms and conditions as noted below and submit their applications only after accepting these terms and conditions.

1. Applicants must mention the name of the Post for which he/she is applying in their applications and also in the outer-side of the envelope.
2. Applications must be typed. Hand written applications will not be accepted.
3. Applicants willing to apply for more than one post must submit separate application for each post along with separate application fee.
4. Application fee is non-refundable.
5. Application sent for any post under Reserved Category must submit appropriate certificate issued by a competent authority.
6. Applicants are to submit along with their applications the self-attested copies of all certificates/documents/testimonials in support of their age, educational & other qualifications, experience etc.
7. In-service persons must submit their applications through proper channel, or submit a "No Objection Certificate" from the appointing authority along with the application.
8. Application(s) received after the last date as mentioned in the advertisement shall be rejected. The University shall not be held responsible for any postal delay in receiving the application
9. All applications irrespective of any category shall be scrutinized by a Screening Committee. If found incorrect or deficient in any form in providing any information required, such applications shall be outrightly rejected.
10. Applications incomplete in any form shall be summarily rejected. A list of enclosures must be furnished as provided in the application form.
11. No TA/DA is admissible to the applicants for appearing an interview/written test etc.
12. Canvassing in any form will lead to disqualification of the candidate. No impersonation will be tolerated; such cases will be dealt with as per law.
13. All appointments irrespective of any category shall remain purely temporary until they are confirmed after a minimum of one year's probation period which may be extended if necessary.
14. A candidate selected for a post must be medically fit, both 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 candidate before he/she is allowed to join. If necessary, the university may appoint its own doctor to check the credentials.
15. 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 produced at the time of joining.
16. The University reserves the right to withdraw the advertised post at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post(s) and its decision in this regard shall be final.
17. For reserved category candidates, the Supreme Court order against the civil appeal no. 1085 arising out of S.L.P No. 36324 of 2017 will be followed.



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