



Office of the Registrar
MADHABDEV UNIVERSITY
(A State University established under the Assam Act No. XXXV of 2017)
Narayanpur, P.O.: Dikrong (784164), Dist.: Lakhimpur, Assam
Phone No.: 03752 262254/55, E-mail: universitymadhabdev@gmail.com

Ref. No.: MDU/22/Advt.02/21/ 221

Date: 29.04.2022

Advertisement

Madhabdev University invites applications from eligible Indian citizens for the following posts of officers. Eligible candidates can submit hard copy of their applications type written in prescribe format. For details please visit university website www.madhabdevuniversity.ac.in. The last date of receipt of filled-in application is 20.05.2022 (5 PM).

| Sl. No | Name of the Post | Nos. of Post | Scale of pay (Rs.) | Age |
|--------|--|--|---|--|
| 1 | Academic Registrar | 1 (UR) (Single Post) | 144200/--218200+ other allowances as admissible | Maximum age 55 years on 01.01.2022 |
| 2 | Controller of Examinations | 1 (UR) (Single Post) | 144200/- -218200+ other allowances as admissible | |
| 3 | Director of Students' Welfare | 1 (UR) (Single Post) | 78,800/-2,09,200 + other allowances as admissible | |
| 4 | Deputy Registrar | 1 (UR) (Single Post) | | |
| 5 | Deputy Controller of Examinations | 1 (UR) (Single Post) | | |
| 6 | Deputy Librarian | 1 (UR) (Single Post) | | |
| 7 | Finance Officer (Term post for 5 years may be reappointed) | 1 (UR) (Single Post) | 30,000/-- 1,10,000/- GP-12,700 + other allowances as admissible | Maximum age 50 years on 01.01.2022 |
| 8 | Assistant Engineer | 1 (UR) (Single Post) | | Gen- 38Years OBC/MOBC- 41 Years ST/SC- 43 Years PwD- 48 Years |
| 9 | System Administrator | 1 (UR) (Single Post) | | |
| 10 | Programmer | 1 (UR) (Single Post) | | |
| 11 | PS to VC and Registrar | 2 Posts, 1 (UR) RP-1 OBC/ MOBC-1 RP-2 | | |

Qualification:

| Sl. No | Name of the Post | Qualification |
|--------|--------------------|--|
| 1 | Academic Registrar | Essential: Master's Degree with at least 55% of the marks or its equivalent CGPA scale; along with- (i) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- (pre revised) and above with 8 years of service in the AGP of Rs. 8000 (pre revised) and above including as Associate Professor, along with experience in educational administration. (ii) Comparable experience in research establishment and/or other institutes of higher education |

Smt. Smt.

| | | |
|---|-----------------------------------|--|
| | | <p style="text-align: center;">Or</p> <p>15 years of administrative experience as Assistant Registrar or in an equivalent post</p> <p>Desirable: Experience in academic administration, computer/software/ automation of academic administration. Should have good interpersonal skill to interface with students, teacher, staff, public and media at all level. A PhD degree is desirable but not essential.</p> |
| 2 | Controller of Examinations | <p>Essential: Master's Degree with at least 55% of the marks or its equivalent CGPA scale; along with-</p> <p>(i) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- (pre revised) and above with 8 years of service in the AGP of Rs. 8000 (pre revised) and above including as Associate professor, along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>(ii) Comparable experience in research establishment and/or other institutes of higher education</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience as Assistant Controller of Examinations or in an equivalent position</p> <p>Desirable: Experience in examination system, computer/ software/ automation of academic administration. Should have good interpersonal skill to interface with students, teachers, staff, public and media at all levels. A PhD degree is desirable but not essential.</p> |
| 3 | Director of Students' Welfare | <p>Essential: Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; along with-</p> <p>(i) Nine years experience as Assistant Professor in AGP of Rs, 6000/-and above with experience in Educational administration</p> <p style="text-align: center;">Or</p> <p>(ii) Comparable experience in research establishment and/or other institutes of higher education</p> <p style="text-align: center;">Or</p> <p>(iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent position</p> <p>Desirable: Should have good interpersonal skill to interface with students, teachers, staff, public and media at all levels. A PhD degree is desirable but not essential.</p> |
| 4 | Deputy Registrar | <p>Essential: Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; along with-</p> <p>(i) Nine years experience as Assistant Professor in AGP of Rs, 6000/-and above with experience in Educational administration</p> <p style="text-align: center;">Or</p> <p>(ii) Comparable experience in research establishment and/or other institutes of higher education</p> <p style="text-align: center;">Or</p> <p>(iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent position</p> <p>Desirable: Should have good interpersonal skill to interface with students, teacher, staff, public and media at all levels. A PhD degree is desirable but not essential.</p> |
| 5 | Deputy Controller of Examinations | <p>(iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent position</p> <p>Desirable: Should have good interpersonal skill to interface with students, teacher, staff, public and media at all levels. A PhD degree is desirable but not essential.</p> |
| 6 | Deputy Librarian | <p>(i) A Master's Degree in library science/information science/ documentation science, with at least 55% marks or an equivalent grade in a point – scale, wherever grading system is followed.</p> <p>(ii) Eight years experience as an Assistant University Librarian/ College Librarian.</p> <p>(iii) Evidence of innovative library services including integration of ICT in library (to be certified by Registrar/ or the Dean (Academic Affairs) of the concerned University/ College</p> |

Sudhakar

| | | |
|----|------------------------|--|
| | | (iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library. |
| 7 | Finance Officer | MA/MSc/MCOM/MCA/MBA degree with at least 55% of the marks or its equivalent CGPA scale; along with- Minimum of 5 years of experience of financial administration/management in University or other government/PSU units. |
| 8 | Assistant Engineer | (i) BE/B Tech in Civil Engineering from a recognized University/ Institution (ii) At least 2 years experience in a government/commercial establishment of repute (iii) Should be able to design RCC works efficiently |
| 9 | System administrator | (i) BE/B Tech/ Master Degree in Computer Science, IT or its equivalent degree from a recognized University/Institution. (ii) At least 3 years experience and adequate knowledge and expertise in System administration including Network and Server, Programming and data base management or related experience in a research/educational institute or commercial/service industry establishment of repute. |
| 10 | Programmer | (i) BE/B Tech/ Master Degree in Computer Science, IT or its equivalent degree from a recognized University/Institution. (ii) At least 3 years experience and adequate knowledge and expertise in software development and plate form and web development or related experience in a research/educational institute or commercial/service industry establishment of repute. |
| 11 | PS to VC and Registrar | Essential: (i) A Master Degree / MBA/ Graduate from a recognized University (ii) A minimum working experience of 3 years in case of Post Graduate/5 years in case of Graduate working with top academic /management/ govt. staff. (iii) Proficiency of multiple Microsoft office systems and other related software. Desirable: (i) Excellent communicator and dedicated to details (ii) A wide exposure, broad and up to date knowledge of current affairs. (iii) Able to work with minimal supervision, independently or as part of team. |

How to Apply:

Application format in MS word may be downloaded from the University website www.madhabdevuniversity.ac.in. Filled in type written application along with the supporting documents duly signed by the candidate must reach to the undersigned on or **before 20.05.2022 (5 PM)** at the following address:

**The Registrar
Madhabdev University
Narayanpur, PO: Dikrong,
Dist: Lakhimpur, Assam, PIN-784164**

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 AGAINST THE CATEGORY”** A candidate applying for more than one category must submit separate applications.



Application Fees:

An application must be accompanied by a non refundable Demand Draft for Rs. 1000/- (Rs. 750/- for SC and ST-P, ST-H and PwD) drawn in favour of **Madhabdev University**, Narayanpur, Lakhimpur, payable at the **State Bank of India, Narayanpur Branch (IFS Code SBIN0017208)**, as application fee. In case of multiple applications, the candidate needs to pay application fees separately.

Selection Process: Candidates will be called for interview in due course of time. The method(s) of selection of candidates shall be informed in the University website in due time.



Registrar
Madhabdev University
Registrar
Madhabdev University
Narayanpur, Lakhimpur, Assam

Ref. No.: MDU/22/Advt.02/21/ 221-A

Date: 29.04.2022

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



Registrar
Madhabdev University
Registrar
Madhabdev University
Narayanpur, Lakhimpur, Assam

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. Applications must be typed. Hand written applications will not be accepted.
2. Applicants willing to apply for more than one post must send separate application for each post along with separate application fee.
3. Application fee is Non-refundable.
4. Application sent for any post under Reserved Category must submit appropriate certificate issued by a competent authority.
5. 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.
6. In-service persons must submit their applications through proper channel, or submit a "No Objection Certificate" from the appointing authority along with the application.
7. 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
8. 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 out rightly rejected.
9. Applications incomplete in any form shall be summarily rejected. A list of enclosures must be furnished as provided in the application form.
10. No TA/DA is admissible to the applicants for appearing an interview/written test etc.
11. 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.
12. 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.
13. 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 who is appointed to a post before he/she is allowed to join. If necessary the university may appoints its own doctor to check the credentials.
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 produced at the time of joining.
15. 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.
16. 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.

(Dr. Sarat Hazarika)
Registrar
Madhabdev University



MADHABDEV UNIVERSITY

(A state University established under the Assam Act No. XXXV of 2017)
Narayanpur, Lakhimpur, Assam Pin-784164

Paste your
Coloured
Passport Size
Photograph

Application Form

**For the Post of Academic Registrar, Controller of Examinations, Director of Student Welfare, Deputy Registrar, Deputy Controller of Examinations, Deputy Librarian
(Select appropriate Post)**

Advertisement No. & Date:

Post applied for:

Details of application fee paid

Name of the Bank:

Demand Draft No.:

Amount Paid:

1. General Information of Applicant

| | |
|--|------------------------------|
| Name (surname underlined) | |
| Nationality | |
| Religion, if any | |
| Date of birth (dd/mm/yyyy) | |
| Age as on the last date of submission of application (yy/mm/dd) | |
| Gender (male/female/transgender) | |
| Father's name (Mother's name in the case father is not known) | |
| Marital status (married/unmarried) | |
| Category (SC/ST(P)/ST(H)/OBC/PwD/EWS/Gen) | |
| In the case of PwD (Persons with Disability), please state the nature of disability as OH (Orthopedically Handicapped), VH (Visually Handicapped) or HH (Hearing Handicapped). | |
| Address for correspondence | |
| Permanent address | |
| Phone No. (Please indicate STD & ISD wherever applicable) | Mobile No.: Landline No.: |
| Email ID | |

2. Educational Qualification (in Chronological order) :

| Sl. No. | Course Completed | Board/ University | Name of the Institution | Division/ Class | Total Marks | PC/ CGPA of Marks | Year of Passing |
|---------|------------------|-------------------|-------------------------|-----------------|-------------|-------------------|-----------------|
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3. Any other academic/ International academic Exposure/ Professional qualification/ Training etc.

| Sl.No. | Post/Assignment | Organization / University | Area of Assignment | Duration | | |
|--------|-----------------|---------------------------|--------------------|----------|----|-------------------|
| | | | | From | To | In years & Months |
| | | | | | | |

4. Details of proficiency in computer(Enclose certificate):

| |
|--|
| |
|--|

5. (a) Employment details (in chronological order from latest to oldest)

| Sl. No. | Post held | Pay Scale | Organization | Nature of Duties | Duration | | Experience (in years and Months) |
|---------|-----------|-----------|--------------|------------------|-----------------|-----------------|----------------------------------|
| | | | | | Date of joining | Date of leaving | |
| | | | | | | | |
| | | | | | | | |

5. (b) Participation and contribution in relevant areas in higher education

| Particulars | Organization | Area of specialisation |
|--------------------|--------------|------------------------|
| Visiting Professor | | |
| Resource Person | | |
| Others (Specify) | | |

6. Scholarly achievements:

A. Contribution to journals and Books

| Particulars | Details |
|--|---------|
| Books authored | |
| Editor in Chief | |
| Editorships | |
| Peer reviewer for | |
| Fellow/Member of the professional bodies/societies | |
| Patents/ Copyrights | |
| Others (Specify) | |

B (i) Publications (kindly provide a list of scholarly publications in recognized professional and/or academic journals)

Total Publications: (in numbers in entire career) (in numbers in last 5 years)

Details of 10 important publications:

| Sl. No. | Date | Title | Name of Journal | Referred or not | journal | Number of Citations (where possible) |
|---------|------|-------|-----------------|-----------------|---------|--------------------------------------|
| | | | | | | |

B (ii) List of articles in Magazines or Newspapers

Total Publications :.....(entire career) (in the last 5 years)

List only 10 important articles with details as below:

| Sl. No. | Date | Title | Name of the Magazine / Newspaper |
|---------|------|-------|----------------------------------|
| | | | |

C. Participation and scholarly presentations in conferences

C (i) National: (numbers) **C (ii) International:** (numbers)

Important presentations made in the last 5 years (details to be presented in the table below)

| Sl. No. | Date | Title of Conference & Institution | Title/ Subject of presentation (if made) | Mode of presentation (oral/poster) |
|---------|------|-----------------------------------|--|------------------------------------|
| | | | | |

D. Details of conferences/ seminars/ symposia/ workshop/ training courses organized as conveners/organizing secretary.

| Sl. No. | Title of the event | Duration (from & to) | Venue | Total participants | Approximate expenditure | Funding agencies |
|---------|--------------------|----------------------|-------|--------------------|-------------------------|------------------|
| | | | | | | |

7. Research Projects (as principal investigator or Co-investigator)

| Sl. No. | Title of the project | Nature of project | Funding agency | Duration of project (from & to) | Total grant (Rupees) |
|---------|----------------------|-------------------|----------------|---------------------------------|----------------------|
| | | | | | |

8. Consulting experience (in the last 5 years)

List key consultancy assignments undertaken

| Sl. No. | Client/Organization's Name | Nature of assignment | Duration of assignment |
|---------|----------------------------|----------------------|------------------------|
| | | | |

9. Honours/Awards & Fellowships for Outstanding Work

| Sl. No. | Name of Award/Fellowship etc. | Elected/Honorary Fellow | Awarded by | Year of Award |
|---------|-------------------------------|-------------------------|------------|---------------|
| | | | | |

10. No. of Research Scholars successfully guided (towards doctoral degree):

(Only list of Ph.D. awarded, under progress not to be included)

| Sl. No. | Title of Research | Date of Award |
|---------|-------------------|---------------|
| | | |

11. Membership of professional bodies

12. Future work plan of research including interdisciplinary research interest (within 300 words)

| |
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13. Additional Information, if any, and not covered above

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|--|
| |
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14. Details of Referees, if any (Maximum 3)

| 1 | 2 |
|-----------------|-----------------|
| Name: | Name: |
| Address: | Address: |
| PIN code: | PIN code: |
| Phone: | Phone: |
| Email: | Email: |

DECLARATION:

I, hereby, declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage, even after my appointment. The No Objection Certificate from my Employer is also enclosed.

Place : (Signature of the Applicant)

Date :

LIST OF ENCLOSURES

1. Application fee payment related papers
2. NOC from the employer (in Annexure-1)
3. One copy of all testimonials to support caste/category/age/academic qualifications etc.
4. One copy of all testimonials to support working experience
5. One copy of project award letters
6. One copy of the top page of ten best research publications
7. Copies of patent certificates, awards and consultancy award letter

(In official letter head)

Ref.:

Date:

NO OBJECTION CERTIFICATE

This is to certify that(Name of the University/ Institute) has no objection, if Prof./Dr....., Designation....., Department/Centreof this University/ Institute applies for the position of(name of the post applied for) in Madhabdev University.

Date:

Place:

Signature:

(Head of the University/ Institute)

Name:

Designation:

Seal:



MADHABDEV UNIVERSITY

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

Narayanpur, Lakhimpur, Assam Pin-784164

Paste your
Coloured
Passport Size
Photograph

Application Form

**For the Post of Finance Officer, Assistant Engineer (Civil), System Administrator,
Programmer, PS to VC and Registrar)**

(Select appropriate Post)

Advertisement No. & Date:
Post applied for:
Details of application fee paid:
Name of the Bank:
Branch Name:
Demand Draft No.:
Amount Paid:

1. General Information of Applicant

| | |
|--|------------------------------|
| Name | |
| Nationality | |
| Religion, if any | |
| Date of birth (dd/mm/yyyy) | |
| Age as on the last date of submission of application (yy/mm/dd) | |
| Gender (male/female/transgender) | |
| Father's name (Mother's name in the case father is not known) | |
| Marrital status (married/unmarried) | |
| Category:SC/ST(P)/ST(H)/OBC/MOBC/PwD/EWS/Gen | |
| In the case of PwD (Persons with Disability), please state the nature of disability as OH (Orthopedically Handicapped), VH (Visually Handicapped) or HH (Hearing Handicapped). | |
| Address for correspondence | |
| Permanent address | |
| Phone No. (Please indicate STD & ISD wherever applicable) | Mobile No.: Landline No.: |
| Email ID | |

2. Educational Qualification (in Chronological Order) :

| Sl. No | Course Completed | Name of the Institution | Div/Class | Total Marks | PC/CGPA of Marks Obtained | Year of Passing |
|--------|------------------|-------------------------|-----------|-------------|---------------------------|-----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

3. Academic achievements/awards/contribution :

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4. Details of any other professional qualification / training:

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|--|

5. Details of proficiency in computer :

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6. Employment Details (in Chronological Order starting with the latest):

| Sl. No | Name of the Office/ Institute | Designation | Duties | Period of Service | Scale of pay/ Pay Band applicable |
|--------|----------------------------------|-------------|--------|-------------------|-----------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

7. Organization of co-curricular activities:

| Type of activities | Title | Duration | Organized at | Funded by | Total Amount Investment |
|--------------------|-------|----------|--------------|-----------|-------------------------|
| Short term courses | | | | | |
| Seminar | | | | | |
| Conferences | | | | | |
| Academic groups | | | | | |
| workshop | | | | | |

8. Membership of professional bodies:

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9. Any other Information which the applicant may like to furnish:

| |
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| |
|--|

10. Referees: Name addresses, contact numbers and Email IDs of two referees:

(Referees should not be related to the candidate)

| 1 | 2 |
|-----------|-----------|
| Name: | Name: |
| Address: | Address: |
| PIN code: | PIN code: |
| Phone: | Phone: |
| Email: | Email: |

DECLARATION

I, _____ hereby declare that information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any incorrect data, my candidature may be cancelled and appointment, if made, may be terminated without notice and compensation.

Date:

(Signature of the applicant with date)

Place:

LIST OF ENCLOSURES

- 1. Application fee payment related papers*
- 2. NOC from the employer (in Annexure-1) if applicable*
- 3. One self attested copy of all testimonials to support caste/category/age/academic qualifications etc.*
- 4. One copy of all testimonials to support working experience*

(In official letter head)

Ref.:

Date:

NO OBJECTION CERTIFICATE

This is to certify that(Name of the University/ Institute) has no objection, if Prof./Dr....., Designation....., Department/Centreof this University/ Institute applies for the position of(name of the post applied for) in Madhabdev University.

Date:

Place:

Signature:

(Head of the University/ Institute)

Name:

Designation:

Seal: