



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.03/22/220

Date: 29.04.2022

Advertisement

Madhabdev University invites applications from eligible Indian citizens for following posts. 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 Post	Nos. of vacancies	Category wise vacancy(s) and Roster Point	Pay Scale
1	Section Officer	4	UR-3, RP No. 1,3,4 OBC-1, RP No. 2	22000/- 87000/- GP-9100/-
2	Internal Auditor	1	UR (Single Post)	14000/-60500/- GP-8000/-
3	Accountant	1	UR (Single Post)	
4	Sr. Assistant	2	UR-1, RP No.1, OBC/MOBC-1, RP No.2	14000/-60500/- GP-7400/-
5	Jr. Assistant	14	UR PwD-01, RP No.1 UR- 05, RP No. 4,7,12,14 &18 ST(P)-2, RP No. 5 & 15 ST(H)-1, RP No. 10 OBC/MOBC-4, RP No. 6,11,13,17 EWS-1, RP No. 19	14000/-60500/- GP-5600/-
6	Library Assistant	2	UR-1, RP No.16 OBC/MOBC-1, RP No. 21	
7	Record keeper	1	UR-1, RP No.20	
8	Data Entry Operator	1	EWS-1, RP No. 9	
9	Electrician	1	UR (Single Post)	
10	Driver	2	UR-1, RP No.1 OBC/ MOBC-1, RP No.2	14000/-60500/- GP-5000/-
11	Library Bearer	2	UR- 1, RP No.27 OBC/MOBC- 1, RP No. 17	12000/-37500/- GP-3900/-
12	Laboratory Bearer	12	OBC/MOBC PwD-1, RP No.26 ST(P)-2, RP No. 5 & 25 SC-1, RP No.8 OBC/MOBC-1, RP No. 21 EWS-2 , RP No. 9 & 19 UR- 05, RP No. 16,18, 20, 23 & 24	
13	Grade-IV	7	UR PwD-01, RP No.1 ST(H)-1, RP No. 10 ST(P)-1, RP No.15 SC-1, RP No.22 OBC/MOBC-2, RP No. 11,13 UR- 01, RP No. 14	
14	Sweeper/Cleaner	4	UR-3, RP No. 1,3 & 4 OBC/MOBC-1, RP No. 2	

Sunil

Age:

- (1) For the posts of Section Office; Maximum 50 years of age on 01.01.2022
- (2) For Internal Auditor, Accountant, Senior Assistant: **UR-** 40 Years, **OBC/MOBC-** 43 Years, **ST/SC-** 45 Years, **PwD-** 50 Years
- (3) For other Posts: **UR-** 38 Years, **OBC/MOBC-** 41 Years, **ST/SC-** 43 Years, **PwD-** 48 Years on 01.01.2022

Qualification:

Sl No.	Name of Post	Qualification
1	Section Officer	(i) A Post Graduate/Graduate from any recognized University (ii) A diploma/ certificate of minimum 06 month duration in Computer Application/ Office Management/Secretarial Practices/ Finance Management/Accounts or equivalent Discipline (iii) 5 year experience in case of Post Graduate/7 years experience in case of Graduate in handling educational administration/ Purchase/Accounts & Finance/examinations in Higher Educational Institute / Government Department etc.
2	Internal Auditor	(i) An M.Com. or B.Com (with Accountancy or Finance as Major/Honours) from any recognized University (In case of Graduate candidate, the applicant must secured 60% of marks/55% for ST/SC candidates) (ii) A diploma/ certificate of minimum 06 month duration in Computer Application/ Office Management/ Audit (iii) 3 year experience in relevant field
3	Accountant	(i) An M.Com. or B.Com (with Accountancy or Finance as Major/Honours) from any recognized University. (In case of Graduate candidate, the applicant must secured 60% of marks/55% for ST/SC candidates) (ii) A diploma/ certificate of minimum 06 month duration in Computer Application/ Office Management/Secretarial Practices/ Finance Management/Accounts or equivalent Discipline (iii) 3 year experience in relevant field
4	Senior Assistant	(i) A Post Graduate/Graduate from any recognized University (ii) Minimum 1 year diploma in Computer Application. (iii) The incumbent is expected to work under the supervision of the Section Office or Assistant Registrar/ Assistant Controller of examinations. He/She should possess an aptitude of drafting/noting in Assamese and English and office procedure in computerized environment. (iv) 3 year experience in relevant field
5	Junior Assistant	(i) A Graduate from any recognized University (ii) Minimum 1 year diploma in Computer Application.
6	Library Assistant	(i) A Post Graduate/Graduate in Library Science from any recognized University (ii) Minimum 1 year diploma in Computer Application.
7	Record keeper	(i) A Graduate from any recognized University
8	Data Entry Operator	(ii) A Post Graduate Diploma in Computer Application (iii) Adequate knowledge and expertise in data entry and record keeping
9	Electrician	(i) HSLC passed with ITI Course in Electrical Engineering of minimum one year duration (ii) 1 (one) year experience as electrician
10	Driver	(i) HSLC passed with valid LMV Motor driving License issued by the State Transport Department (ii) 2 (two) year experience as driver working in any government organization / educational institute
11	Library Bearer	(i) Class 12 passed from any recognized Board (ii) A certificate of minimum 06 month duration in Computer course with working knowledge of Xerox, DG Set, Water Pump etc.



12	Laboratory Bearer	(i) Class 12 passed in Science from any recognized Board (ii) A certificate of minimum 06 month duration in Computer course with working knowledge of Xerox, DG Set, Water Pump etc.
13	Grade-IV	(i) HSLC passed from any recognized Board (ii) A certificate of minimum 06 month duration in Computer course with working knowledge of Xerox, DG Set, Water Pump etc.
14	Sweeper/Cleaner	(i) Passed Class VIII from any recognized school (ii) Capable of engaged in cleaning sweeping and other related works

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. 500/- (Rs. 375/- for SC and ST-P, ST-H and PwD) drawn in favour of **Madhabdev University**, Narayanpur, 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: Eligible candidates will be called for written test/ interview in due course of time. The method(s) of selection of candidates shall be published in the University website in due time.


Registrar
Madhabdev University
Registrar
Madhabdev University
Narayanpur, Lakhimpur, Assam

Ref. No.: MDU/22/Advt.03/22/220-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 submit 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 outrightly 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 before he/she is allowed to join. If necessary the university may appoint 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 Section Officer/ Internal Auditor/Accountant/ Senior Assistant/
Junior Assistant/ Library Assistant/ Record keeper/ Data Entry Operator/Electrician/
Driver/Library Bearer/ Laboratory Bearer/ Grade-IV/ Sweeper-Cleaner
(Mention 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 01.01.2022				
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, please state the nature of disability as OH (Orthopedically Handicapped), VH (Visually Handicapped), HH (Hearing Handicapped) or MD (Multiple Disability)	OH	VH	HH	MD
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	Div/ Class	Total Marks	PC/ CGPA of Marks	Year of Passing

3. Details of Proficiency in Computer

Name of the course:	Duration of the Course:
Name of the Institute:	

4. Employment details in chronological order from latest to oldest

(Attached NOC in case employed as in Annexure-1)

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

5. State your domicile:

(Attached domicile certificate)

6. Employment Exchange Registration No.:

(Attached employment exchange registration certificate)

7. Any other information if the candidate wants to provide

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DECLARATION

I, Sri/Mr./Ms./Mrs. 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.

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*
- 4. One copy of all testimonials to support working experience etc.*

(In official letter head)

Ref.:

Date:

NO OBJECTION CERTIFICATE

This is to certify that(Name of the University/ Institute)
has no objection, if Sri/Mr./Mrs./Ms....., 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/ Organization)

Name:

Designation:

Seal: