



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No.DU/Est-B/1758

Date: 04.02.2015

Advertisement No. Est. B.2/2015

Applications in prescribed format are invited from intending and eligible candidates for appointment to the following post on contractual basis in the **Office of the Registrar, Dibrugarh University**, which shall have to reach the undersigned on or before **20.02.2015**. The appointments will be made on purely temporary basis and terminable at any moment without prior notice and assigning any reason thereof.

1. Office Assistant:

Minimum Qualification: Graduates in any discipline from any recognised University/Institute.

Salary: Rs. 8,000/- p.m. fixed.

Desirable: (i) Diploma/Certificate in Computer Application or equivalent from any recognised Body/Institute. (ii) Diploma/ Certificate in Office Management/ Secretarial Practice/ Financial Management/ Accounting or equivalent from reputed recognized body/ institution.

Prescribed form for the above posts can be downloaded from the *Dibrugarh University* website. The application form shall be submitted to the **Section Officer, Estt. 'B' Branch** along with all the necessary documents and Demand Draft of **Rupees One Hundred only (Rs. 100/-)** / Receipt of the University.

N.B.:

1. *The University may conduct written tests for the eligible candidates.*
2. *Date of interview and name of the eligible candidates will be notified on the University website.*
3. *Age should not be below 18 years and above 38 years. In case of candidates belonging to the SC/ST, the upper age limit is relaxable up-to 5 years.*
4. *No TA/DA shall be admissible.*

Sd-
Registrar
Dibrugarh University

Memo No. DU/Estt.-B/1759-65

Copy to:

1. The Hon'ble Vice-Chancellor, D.U. for favour of information.
2. All Heads of the Teaching Departments, D.U. for information.
3. The Director of all Centre for Studies, D.U. for information.
4. The Deputy Registrar (F&A)/Deputy Registrar (Admn.)/ Assistant Registrar (Admn) for information.
5. All Officers, D.U. for information.
6. The Assistant Director, Employment Exchange, Dibrugarh for information.
7. Notice Board of the University.
8. Office File.

Sd-
Registrar
Dibrugarh University