

**OFFICE OF THE REGISTRAR  
DIBRUGARH UNIVERSITY**  
Dibrugarh – 786 004, Assam

No. DU/EST-B/III/SC/556/1996/5593

Dated: 19 / 09 /2016

**Advertisement No. : DU/EST-B. 12/2016**

Applications in the prescribed format are invited from the intending competent and eligible candidates for appointment of **Office Assistant/Accounts Assistant (Contractual)** in the Dibrugarh University, which shall have to reach the undersigned on or before **06/10/2016**.

**Name of the Post:** Office Assistant/ Accounts Assistant (Contractual)

**Minimum Qualification:** Graduation in any discipline from any recognized University/ Institute with 06(six) months Diploma in Computer Application from any govt. recognized Body/Institute.

**Desirable:** Diploma in Office Management/ Secretarial Practice/ Financial Management/Accounting or equivalent from reputed recognized body/institute.

**Salary: Rs. 8000/- (Rupees Eight Thousand ) only p.m. fixed**

The prescribed application form for the above post can be downloaded from the *Dibrugarh University website [www.dibru.ac.in](http://www.dibru.ac.in)*. The application form shall be submitted to the **Assistant Registrar (Admn) i/c, D.U.** along with all the necessary documents by depositing Rs. 100/- (Rupees One Hundred only) drawn in favour of the **Registrar, Dibrugarh University** payable at **Punjab National Bank, Dibrugarh University Branch (code 994000) Dibrugarh.**

**N.B:**

1. The University may conduct Written Test/Computer Test/Viva-Voce for the eligible Candidates.
2. Date of interview and name of the eligible candidates will be notified on the University website
3. The age of the candidate should not be below 18 (eighteen) years and should not exceed 43 years as on 1.1.2016. In case of SC/ST candidates, the upper age limit is relaxable up-to 5 years i.e. 48 years. This relaxation will remain valid for 02(two) years w.e.f. 3<sup>rd</sup> March, 2016 as per govt. of Assam, Office Memorandum No. ABP 06/2016/04 dtd:-3<sup>rd</sup> March 2016
4. No TA/DA will be entertained to the candidates for appearing in the interview.

**Sd/-**  
**Registrar**  
Dibrugarh University  
Dibrugarh

Memo No. DU/EST-B/ III/SC/556/1996/5594-5600

Dated: 19/09/2016

**Copy to:-**

1. The Hon'ble Vice Chancellor, D.U. for favour of information.
2. The Deputy Registrar (Admn)/ Deputy Registrar (F & A),D.U for information.
3. The Assistant Registrar (Admn) i/c, D.U. for information.
4. The Assistant Director, Employment Exchange Dibrugarh for information.
5. The Programmer, D.U. to upload the advertisement in the D.U. website.
6. Notice Board of the University.
7. Office File.

**Sd/-**  
**Registrar**  
Dibrugarh University  
Dibrugarh