



DIBRUGARH UNIVERSITY : DIBRUGARH - 786 004 □ ASSAM

Advt. No. B-6/2017 dated 02/11/2017

Applications with bio-data, attested copies of all testimonials and experience certificate (if any) are invited from the intending eligible candidates for the following Grade IV Posts of the Dibrugarh University, on daily wage basis, so as to reach the undersigned on or before **22.11.2017** alongwith a Bank Draft of Rs. 100/- in favour of the **Registrar, Dibrugarh University**, Dibrugarh payable at **Punjab National Bank**, Dibrugarh University Branch (code: 994000).

A. Peon (Multipurpose)

Essential Qualification: HSLC Pass

Desirable: (i) Must be physically fit with sound health to send documents/ files to various Departments/Centres/Branches/ Offices within the University as well as outside the campus, *etc.* (ii) Must have knowledge in receiving Telephone Calls and take note from the caller to communicate/ deliver message to the concerned person (ii) Must have knowledge in operating Photocopier Machine (iii) Must know driving (both two-wheeler and four-wheeler) (iv) Basic Computer knowledge (v) Should be able to receive and serve office guests.

B. Helper (Kitchen)

Essential Qualification: HSLC Pass

Desirable: (i) Ability to cook different regional dishes (ii) Two years cooking experience in Restaurant/ Hostels or any other concern repute.

C. Security Personnel

Essential Qualification: HSLC Pass

Desirable : i) Candidates should have NCC/ Sports Certificate (State/District Level)/ Home Guard Training/ any other security training.

Physical Requirement : i) Height- as per Govt. Rule ii) Must be physically and medically fit.

Others : Must have the potential to perform all types of security related duties.

D. Mali

Essential Qualification: HSLC Pass

Desirable: (i) Having knowledge of Gardening / Plantation/ Landscaping (iii) Must be familiar with operation of modern gardening tools and equipments and preferably having One year gardening experience.

E. Driver

Essential Qualification: (i) HSLC Pass (ii) Candidates should have valid license of Light Motor Vehicle / Heavy Motor Vehicle.

Desirable: 3 (three) years experience.

Prescribed Application Form for the above posts can be downloaded from the University website ***www.dibru.ac.in***.

- N.B.** **01)** The posts are purely temporary and on daily wage basis.
02) Schedule of written test/ personal interview for the above posts shall be notified at the University website ***dibru.ac.in***. No individual call letters shall be issued to the candidates.
03) Mere fulfilment of the minimum eligibility criteria shall not entitle an applicant for consideration to be called for interview. The decision of the Screening Committee (s) for shortlisting the candidates shall be final.

Sd/- Registrar
Dibrugarh University
Dibrugarh

Memo No. : DU/Estt-B/SC/III/556/1996/6169-76

Dated : 02/11/2017

Copy forwarded for information & necessary action to :-

01. The Hon'ble Vice-Chancellor, D.U., for favour of information.
02. All Deans, School of Studies/ Research and Development/ Student Affairs, D.U.
03. All Heads of Departments, D.U./All Directors/ Chairpersons, Centres of Studies, D.U.
04. All Officers, D.U.
05. The Programmer, D.U. for upload in DU Website.
06. The Branch Manager, Punjab National Bank, D.U. Branch
07. Notice Board of the University
08. Office file.

Sd/- Registrar
Dibrugarh University
Dibrugarh
