



OFFICE OF THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH , 786004, Assam

No. DU/EST-B/III/SC/556/1996/3701

Date:18 /02 /2019

Advertisement No. : DU/EST-B. 2/2019

A Walk-in-Interview will be held on **26th February 2019** from **10:30 a.m.** onwards in '**Chintan**' the Conference Hall of the Administrative Building, D.U. for filling up of the following temporary post on contract basis for the Dibrugarh University Guest House.

Name of the Post: Front Desk Executive (Contractual)--01(one) post

Essential Qualification: Bachelor Degree in any discipline

Desirable: i) Pleasing personality and good communication and public relation skills.
ii) Proficiency in Computer Application.
iii) House keeping experience in Guest Houses or Hotels.
iv) Preference will be given to the female candidates.

Salary: Rs. 15,000/-(Rupees Fifteen thousand) only (consolidated) per month.

General Instructions to the Candidates:

1. The appointment shall be on contractual basis and purely temporary. The selected candidates shall have no claim for regular appointment in the University against any permanent post by virtue of this appointment. The service to the post is terminable with a short notice of 7(seven) days.
2. Candidates must bring all the original and self-attested copies of certificates and mark-sheets from matriculation (10th standard) onwards in support of their qualifications and experiences, with the application.
3. The candidates shall have to register their names by depositing Rs.100/-(Rupees One Hundred only) as Registration Fee at the Venue on the day of interview..
4. Age Relaxation shall be as per rule..
5. No TA/DA shall be admissible to the candidates for attending the walk in interview.

Sd/-
Registrar
Dibrugarh University
Dibrugarh

Memo No. DU/EST-B/ III/SC/556/1996/3702-3710

Dated: 18/02 /2019

Copy to:-

1. The Hon'ble Vice Chancellor, D.U. for favour of information.
2. The Heads/Directors/Chairpersons of the Departments, D.U. for information.
3. The Joint Registrar(Admn)/Sr.AR (Admn)/AR(F & A) D.U. for information
4. All Officers, D.U. for information.
5. The Assistant Director, Employment Exchange Dibrugarh for information.
6. The Advertising Manager, The Assam Tribune with a request to publish the advertisement in their daily newspaper on **19/02/2019**
7. The Programmer, D.U. to upload the advertisement in the D.U. website
8. Notice Board of the University.
9. Office File.

Sd/-
Registrar
Dibrugarh University
Dibrugarh