



# DIBRUGARH UNIVERSITY :: DIBRUGARH :: 786 004 :: ASSAM

Advt. No. A-1/2019 dated 02/01/2019

Applications (8 nos. copies of application) in the prescribed form of the University are invited from the intending eligible candidates for the following posts so as to reach the undersigned on or before **25/01/2019** along with a Bank Draft of Rs. 500/- in favour of the Registrar, Dibrugarh University, Dibrugarh, payable at **Punjab National Bank**, Dibrugarh University Branch (**Branch Code-994000**).

## 1) Deputy Registrar (F&A): 1 (One) Post: UR

**Minimum Qualification:** (i) M. Com. with at least 55% of marks or its equivalent grade with specialization in Finance/Accounts or CA / MBA in Finance (ii) 9 (nine) years of experience as Assistant Professor and above with experience in Educational Administration.

OR

(i) At least 5 (five) years of experience as Assistant Registrar (Finance and Accounts or in Accounts/Finance/Audit Branch) in University/Higher Education Institution or in an equivalent position in Government organization/Private organization of repute.

**Desirable:** (i) Knowledge of Government Rules/Accounting/Auditing/Budgeting/Store Accounting *etc.* and regulations of State Universities relating to Accounts/Audit, Service Conditions and related financial matters. (ii) Proficiency of Computer Applications *etc.*

[ Rationalized Entry Pay Rs. 78,800 – to Rs. 2,09,200/- ]

## 2) University Engineer (Contractual): 1 (One) Post : UR

**Minimum Qualification:** (i) A Bachelor's degree (1<sup>st</sup> Class) in Civil Engineering with at least 5 (five) years of experience at the level of Assistant Executive Engineer in designing systems and construction of buildings, roads, sanitary and water supply systems, including their maintenance in any State / Central Govt. / Govt. undertaking organization/ Multinational Company.

(ii) **Desirable:** Knowledge of Computer Applications in the related areas and having proficiency in AutoCAD.

[ Salary: Rs. 60,000/- per month (fixed) ]

## 3) Senior Accounts Officer: 1 (One) Post: UR

**Minimum Qualification:** A Post graduate degree in Commerce with atleast 55% marks or its equivalent grade with specialization in Finance/Accounts or CA/MBA (Finance) from any recognized University/Institute.

**Desirable:** (i) Atleast 2 (two) years experience in Finance & Accounts works in Central or State Government Universities / Departments/Autonomous Bodies/Public Sector undertaking. (ii) Working knowledge in computer based accounting software packages. (iii) Having knowledge of direct and indirect taxation, TDS provisions, *etc.* (iv) Good communication skills with multi-tasking capabilities.

[ Rationalized Entry Pay Rs. 30,000/- to Rs. 1,10,000/- with Grade Pay Rs. 12,700/- ]

## 4) Security Supervisor (Contractual): 1(one) Post: UR

**Essential Qualification:** (i) Bachelor Degree or equivalent qualification from a recognized University/Institute. (ii) Must possess good physique with minimum 3(three) years experience in security service as supervisor in any organization (iii) Holding a valid Driving Licence (LMV/Motor cycle) and having knowledge of driving.

**Desirable Qualification:** (i) Candidates having training from any reputed organization will be preferred. (ii) Having experience and knowledge about frisking.

[ Salary: Rs. 20,000/- per month (fixed) ]

*Age for the above mentioned posts: As per the latest Government Rules.*

Sd/-Registrar  
Dibrugarh University  
Dibrugarh  
Dated: 02/01/2019

No. : DU/EST-A/Advt./Officer/2007(Part)/24-32

Copy forwarded for information & necessary action to:

1. The Hon'ble Vice-Chancellor, D.U., for favour of information.
2. All Dean, School of Studies, D.U.
3. All Head of the Departments, D.U.
4. All Chairpersons, Centres of Studies, D.U.
5. All Officers, D.U.
6. The Deputy Registrar(F&A)i/c, D.U.
7. The Programmer, D.U., to put the advertisement in the University Website.
8. Notice Board of the University.
9. Office file.

Sd/- Registrar  
Dibrugarh University  
Dibrugarh