

COTTON COLLEGE STATE UNIVERSITY
Panbazar, Guwahati 781 001, Assam

Advertisement for Non-teaching positions

Applications are invited for the following posts from candidates who are Indian nationals and are committed to establishing a University of excellence, proud of working beyond the call of duty and upholding the highest standards of ethics and public accountability.

Last date for receipt of applications: 16/08/2015

Sl.No.	Name of post	Number of post (s), scale of pay and qualifications
1	Director of Students' Welfare (For a tenure of 5 years)	<p>Number of post(s) : Unreserved - 1 (one)</p> <p>Pay scale: Pay band of Rs. 37,400/- to Rs. 67,000/-, + G.P. Rs. 10,000/-</p> <p>Essential Qualifications: A post-graduate degree from a recognized University with at least 55 per cent marks or its equivalent in the CGPA scale; along with (i) at least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above, or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor, along with experience in educational administration; or (ii) Comparable experience in research establishment and/or other institutions of higher education; or (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Preferable: Functional computer literacy; Professional qualification in Public Administration. Should have good interpersonal skills to interface with students, teachers, staff at all levels, media and the public. A PhD degree is desirable but not essential. An academic in a discipline of interest to the University so that he/she can also contribute to the academic activities is desirable.</p> <p>Desired age limit: below 55 years</p>
2	Finance Officer (For a tenure of 5 years)	<p>Number of post(s) : Unreserved - 1 (one)</p> <p>Pay scale: Rs. 15,600/- to Rs. 39,100/-, + G.P. Rs. 8,000/-</p> <p>Essential Qualifications: A post-graduate degree from a recognized University with at least 55 per cent marks or its equivalent in the CGPA scale, and with at least eight years of experience at management level in Finance and Accounts; or with Professional qualification from either the Institute of Cost and Works Accountants of India (ICWAI) or the Institute of Chartered Accountants of India, and with five years of experience at Management Level in Finance and Accounts.</p> <p>Preferable: Computer literacy to oversee installation of appropriate software, and computerization of all finance, accounts and stores related matters; good interpersonal skills; post graduate degree</p>


Registrar

Cotton College State University
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	preferably in Commerce. Desired age limit: below 50 years
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GENERAL CONDITIONS

Cotton College State University will examine the applications holistically and reserves the right to

- (a) relax any requirements of experience and age for exceptional candidates, especially for those from reputed educational/research Institution and having a good track record;
- (b) invite promising persons for the selection process who may not have applied as per this announcement;
- (c) withdraw any advertised post at any time without assigning any reason;
- (d) either fill or not fill any post, and its decision in this regard shall be final;
- (e) appoint a candidate who may be on deputation / lien from a reputed educational / research institution, a Government organization or a Public Sector Undertaking;
- (f) short list a limited number of candidates for interviews and/or tests for any post, although a much larger number may satisfy the minimum criteria (mere fulfilment of minimum criteria will NOT entitle a candidate to be called for tests/interviews);
- (g) disqualify any candidate who attempts to lobby or canvass to influence the selection process;
- (h) modify/cancel/withdraw any communication made to the candidate(s), even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process which may have been detected at a different stage;
- (i) disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate. Persons who may be selected/appointed based on wrong information supplied by the candidate may be terminated at any stage.

1. Age and experience may also be relaxed in the case of those candidates who are in service of Cotton College State University and Cotton College, constituent college of the University, existing at the time of the CCSU Act, 2011 coming into force.
2. Persons who are currently employed must submit a 'No objection certificate' from their current employer along with their application, without which their application may not be considered further.
3. Age and qualification will be relaxed for reserved category candidates as per Government of Assam norms.
4. All degrees of candidates must be from recognised Boards/ Councils and Universities/ Institutions as the case may be.
5. The University will not be responsible for either any non-receipt of application sent by a candidate or any delay in receiving the application sent by a candidate, on any account.
6. Applications must be filled up in the format described in the form. Please download the form and fill it carefully and correctly. Application forms may also be obtained from the administrative office of Cotton College State University. An application with incomplete documentation or incorrect information is liable to be summarily rejected.
7. All documents can be self attested. The University shall process the applications entirely on the basis of information/documents supplied by the candidates. In case the information/documents is/are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate, and the application could be summarily rejected without any refund of fees.
8. The University will verify the antecedents and documents of the candidates at the time of interview and also at the time of appointment or during the tenure of service. If at any time it is detected that the documents submitted by a candidate are false or the candidate has



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suppressed relevant information, then he/she will be denied the opportunity to go through the selection process or, if in service, terminated from service without prejudice to any other action taken by the University.

9. Applications received after the last date may also be rejected.
10. Application fee must be paid in the form of Bank Challan payable at all branches of ICICI Bank Ltd. (Please download from website). Each submitted application form must be accompanied by University Copy of the payment challan for Rs. 2000/- only.
11. For safety, it is advisable to send applications by either Registered Post or a reliable courier service. The decision of the University authorities during the different stages of the selection process will be final and binding.
12. Selected candidates will be governed by the New Pension Rules. 2005. Selected candidates will receive the standard Government of Assam allowances. If any selected candidate joins on deputation/lien from another educational/research organization, government organization, or public sector undertaking, standard Government norms and CCSU rules and regulations in this regard will be applicable.
13. All selected candidates, including those on a tenure post for a fixed term, will be on probation for one year; their performance will be reviewed before the probationary period is over, after which they could be confirmed, terminated or their probationary period extended, if found necessary.
14. Application forms may be downloaded from the University website www.ccsu.ac.in or can be obtained from the Administrative Office of the University located at College Hostel Road, Panbazar, Guwahati - 781001.

Filled in application forms alongwith the University copy of the Bank Challan for application fee must reach the undersigned at the address given below, on or before 16/08/2015. The University does not accept responsibility for any postal delay.

The Registrar
Cotton College State University
College Hostel Road,
Panbazar, Guwahati - 781001
Assam, India



Registrar,
Cotton College State University

Advertisement No : Admin/02/2015; dated the 15th of July, 2015

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