



**OFFICE OF THE REGISTRAR
MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA**

[Established under the Assam Act No. XIX of 2013]

HALADHAR BHUYAN PATH, KALONGPAR, NAGAON, PIN-782001 : ASSAM : INDIA

e-mail: mssvnagaon@gmail.com, registrarmssv@gmail.com

website : www.mssv.co.in Phone No. : 9531089104

Ref. No. : MSSV/R/57/2015/

Date: 03.08.2020

RECRUITMENT: ADVERTISEMENT NO. : 3/20

Applications in prescribed form are invited from the eligible candidates for filling up the following post of Mahapurusha Srimanta Sankaradeva Viswavidyalaya (MSSV), Nagaon, Assam:

Post: Confidential Assistant (on ad-hoc basis): 1 No.

Salary: (Consolidated) Rs. 10,000.00 p.m.

DETAILED INFORMATION

I. Eligibility to apply for the posts:

1. The Applicant must be a citizen of India.
2. He/she must be medically fit both in mind and in body-a certificate duly signed by the District Medical Officer, Nagaon District or any competent Registered Medical Officer, approved by the Vice-Chancellor, shall have to be produced.
3. A certificate about good character from the Head of the Institution last attended or served shall accompany the application.
4. The candidate must possess the minimum qualification for the post.

II. General Qualification, Experience and Requirements:

Confidential Assistant:

- a) Candidate must have passed Bachelor Degree or an equivalent examination from any recognised Board/University.
- b) Candidate must have experience of working at least two years in Educational Institute/ Govt. & Private Organisation.
- c) Proficiency in use of computer applications i.e. MS Word, Excel, Power Point, etc. is a must.
- d) Knowledge of Assamese and English typing on the computer.

APPLICATION PROCEDURE

1. **Application form:** Prescribed application form may be downloaded from the University website i.e., www.mssv.co.in.
2. **Application fee: Rs. 1,000.00 (Rupees one thousand) only** to be deposited in the Accounts Branch of the University. However, the fee can be deposited by demand draft in favour of "REGISTRAR, MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA" payable at "State Bank of India, Nagaon Main Branch (IFSC: SBIN000146)". Completed application in prescribed form along with necessary enclosures must reach "REGISTRAR, MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA, H.B. Path, Kolongpar, Nagaon – 782001" on latest by **12th August, 2020**.
3. **Last date of receipt of application: 12th August, 2020.**

N.B.:

- i. The name of post must be written on the envelop of the application.
- ii. Those in employment should submit their applications through proper channel and are required to submit the NOC from the authority concern.
- iii. Mere fulfilment of qualification will not entitle an applicant for inviting to the interview.
- iv. The University reserves the right to select candidates for appointment to the above mentioned post on the basis of its immediate requirements.
- v. Canvassing directly or indirectly shall disqualify a candidate.
- vi. No TA/DA will be provided by the University for attending the interview.
- vii. The candidates, who have applied earlier, are not required to apply again.

4. Conditions to be fulfilled after appointment:

- a) A person appointed to the post shall join **within seven days from the date of issue of appointment order**, failing which the appointment order is liable to be cancelled, provided that in exceptional circumstances, the Vice-Chancellor may extend this period.
- b) Before a person appointed to the post joins in his/her post, he/she shall execute an agreement with the university that he/she shall strictly abide by the provisions of the Acts and the Ordinances.
- c) The person, after joining the post, will be subjected to the provisions of the MSSV Employees' Service Conditions Ordinance, etc.

Memo. No. : Ref. No. : MSSV/R/57/2015/15157-60

Copy to:

1. The Hon'ble Vice-Chancellor, MSSV, for favour of information.
2. Dr. S. Kalita, Head i/c, Department of Computer Application for information, He is requested to upload in the University Website www.mssv.co.in
3. The Accounts Officer, MSSV, Nagaon for information and necessary action.
4. Notice Board of the University.
5. Office File.

Sd/-
Registrar,
MSSV, Nagaon
Date: 03.08.2020



Registrar,
MSSV, Nagaon