



OFFICE OF THE REGISTRAR

মহাপুৰুষ শ্ৰীমন্ত শঙ্কৰদেৱ বিশ্ববিদ্যালয়

MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA

[Recognised Under Section 2(f) of UGC Act, 1956]

Srimanta Sankaradeva Sangha Complex, Haladhar Bhuyan Path,
Kalongpar, Nagaon, PIN-782001, Assam, India

Ref. No. : MSSV/R/57/2015/16912

Date: 03.03.2021

RECRUITMENT: ADVERTISEMENT NO. : 05/21

Applications in prescribed form are invited from the citizen of India for the filling up of the following non-teaching posts in various Departments of Mahapurusha Srimanta Sankaradeva Viswavidyalaya (MSSV), Nagaon, Assam:

Sl. No.	Name of post	No. of vacant post	Scale of Pay	Qualifications
1	Deputy Registrar (Administration)	1	As per the MSSV Pay Matrix	Essential Qualifications: a) Master's Degree with at least 55% of the marks, or an equivalent grade in a point scale wherever grading system is followed. b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, OR c) Comparable experience in research establishment and/ or other institutions of higher education, OR d) 5 years of administrative experience as Assistant Registrar (Administration) or in equivalent post. Desirable: Experience in Personnel/ Purchase/ General Administration/ Establishment matters in Research Institute/ University/ Autonomous body. Age: Not exceeding 50 years. The upper age limit is relaxable as per the norms of Government of Assam.
2	Deputy Registrar (Academic)	1	As per the MSSV Pay Matrix	Essential Qualifications: a) Master's Degree with at least 55% of the marks, or an equivalent grade in a point scale wherever grading system is followed. b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, OR c) Comparable experience in research establishment and/ or other institutions of higher education, OR d) 5 years of experience as Assistant Registrar (Academic) or in equivalent post. Desirable: Knowledge of Academic rules and regulations of University. Age: Not exceeding 50 years. The upper age limit is relaxable as per the norms of Government of Assam.
3	Assistant Registrar (Finance):	1	As per the MSSV Pay Matrix	Essential Qualifications: a) Master's degree in Commerce with at least 55% marks or its equivalent Grade in the CGPA/UGC point scale from a recognized University/Institute. b) Atleast 5 years of regular service in University/Research Institute/College/ Autonomous Body. Desirable: Good knowledge of Information, Communication & Technology, especially in accounting software. Candidate having additional degree in Master of Business Administration (Finance) shall be given preference. Age: Not exceeding 40 years. The upper age limit is relaxable as per the norms of Government of Assam



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4	Confidential Assistant	1	As per the MSSV Pay Matrix	Essential Qualifications: 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) Minimum 6 (six) months Certificate Course on basic software packages of Computer Applications such as MS Word, Excel, Power Point, etc. from reputed institution. d) Knowledge of Assamese and English typing on the computer Age: Not exceeding 43 years. The upper age limit is relaxable as per the norms of Government of Assam
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General Terms and Conditions:

MSSV shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:

- withdraw the advertised post at any time without assigning any reason;
- either fill or not fill the post, and its decision in this regards;
- shortlist list a limited number of candidates for interview and/ or test for the post, although a much large number may satisfy the minimum criteria;
- mere fulfillment of minimum criteria will NOT entitle a candidate to be called for the test/interview;
- disqualify any candidate who attempts to lobby or canvass to influence the selection process;
- 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 different stage;
- calculate the age on the last date of submission of the application form.

Persons who are currently employed must submit a "NO Objection Certificate" from their current employer along with their application, without which the application will not be considered further. All degrees of candidates must be from recognized Boards/Councils and Universities/Institutions as the case may be.

The Vice-Chancellor may relax any requirements of experience and age for exceptional candidates, especially for those from reputed educational/research Institution and having good service record.

APPLICATION PROCEDURE

- 1. Application form:** Prescribe application form may be downloaded from the University website i.e., www.mssv.ac.in.
- 2. Application Fees and Last Date:** Candidate are required to pay an amount of Rs. 2,000.00 (Rupees two thousand) only for post of Sl. No. 1 to 3 and Rs. 1,000.00 (Rupees one thousand) only for post of Sl. No. 4 by demand draft in favour of "REGISTRAR, MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA" payable at "State Bank of India, Nagaon Main Branch (IFSC: SBIN0000146)" or Cash at Accounts Branch of the University as an application fees for the post.

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 **15th March, 2021**.

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.



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The University will verify the 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 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.

The decision of the University authorities during the different stages of the selection process will be final and binding.

All selected candidates, will be on probation for two years; their performance will be reviewed before the probationary period is over, after which they could be regularised, terminated or their probationary period extended, if found necessary.

Registrar,
MSSV, Nagaon

Memo. No. : Ref. No. : MSSV/R/57/2015/16913-18

Date: 03.03.2021

Copy to:

1. The Hon'ble Vice-Chancellor, MSSV, for favour of information.
2. The Pradhan Sampadak, Srimanta Sankaradeva Sangha for information.
3. The Managing Trustee, SSESED Trust for information.
4. Dr. S. Kalita, Head i/c, Department of Computer Application for information, He is requested to upload in the University Website www.mssv.ac.in
5. The Accounts Officer, MSSV, Nagaon for information and necessary action.
6. Notice Board of the University.
7. Office File.

Registrar,
MSSV, Nagaon