



**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](mailto:mssvnagaon@gmail.com), [registrarmssv@gmail.com](mailto:registrarmssv@gmail.com)

website : [www.mssv.co.in](http://www.mssv.co.in) Phone No. : 9101098102, 03672-231146

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

Date: 31.10.2019

**RECRUITMENT: ADVERTISEMENT NO. : 5/19**

Applications in prescribed form are invited from the citizen of India for the filling up of the post of Deputy Registrar of Mahapurusha Srimanta Sankaradeva Viswavidyalaya (MSSV), Nagaon, Assam:

**Post: Deputy Registrar**

**Salary: As per 7<sup>th</sup> CPC, Govt. of Assam (Rs. 30,000/- - Rs. 1,10,000/- + Rs. 14,500/- G.P.).**

**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 by any person who would be appointed as a Teacher, before/she is allowed to join.
3. A certificate about good character from the Head of the Institution last attended or served shall accompany an application for any post of a Teacher.
4. The candidate must possess the minimum qualifications for the post.
5. Upper age limit of the candidates shall be as per the Govt. of Assam rules / norms.

**II. General Qualification, Experience and Requirements:**

- a) Master's Degree with at least 55% of 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 or in equivalent post

**APPLICATION PROCEDURE**

1. **Application form:** Prescribe application form may be downloaded from the University website i.e., [www.mssv.co.in](http://www.mssv.co.in).
2. **Application Fees and Last Date:** Candidate will require an amount of **Rs. 2,000.00 (Rupees two thousand) only for the post of Deputy Registrar** 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 **11<sup>th</sup> November, 2019**.

**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. Near 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.

**3. Conditions to be fulfilled after appointment:**

- a) A person appointed to the post of Officer 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.

Sd/-  
**Registrar**  
MSSV, Nagaon

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

Date: 31.10.2019

Copy to:

1. The Hon'ble Vice-Chancellor, MSSV, for favour of information.
2. Notice Board of the University.
3. Dr. S. Kalita, head i/c, Department of Computer Application for information and with request to upload in the University Website [www.mssv.co.in](http://www.mssv.co.in)
4. Office File.

Sd/-  
**Registrar**  
MSSV, Nagaon