

**OFFICE OF THE REGISTRAR
DIBRUGARH UNIVERSITY**

Dibrugarh – 786 004, Assam

No. DU/EST-B/III/SC/556/1996/9191

Dated: 11/10 /2019

Advertisement No. : DU/EST-B. 9/2019

Applications in the prescribed format are invited from the intending competent and eligible candidates for appointment of **Office Assistant (Contractual)** in the Dibrugarh University, which shall have to reach the undersigned on or before **31/10/2019**.

Name of the Post: Office Assistant (Contractual)

Minimum Qualification: Graduation in any discipline from any recognized University/ Institute with 06(six) months Diploma in Computer Application from any govt. recognized Body/Institute.

Desirable: Diploma in Office Management/ Secretarial Practice/Financial Management/Accounting or equivalent from reputed recognized body/institute.

Salary: Rs. 14,210/-(Rupees Fourteen Thousand Two Hundred and Ten) only p.m. fixed

The prescribed application form for the above post can be downloaded from the *Dibrugarh University website www.dibru.ac.in*. The application form shall be submitted to the **Sr. Assistant Registrar (Admn), D.U.** along with all the necessary documents by depositing Rs. 100/- (Rupees One Hundred only) drawn in favour of the **Registrar, Dibrugarh University** payable at **Punjab National Bank, Dibrugarh University Branch (code 994000) Dibrugarh**.

N.B:

1. The University shall conduct Written Test/Computer Test/Viva-Voce for the eligible Candidates.
2. Date of interview and name of the eligible candidates will be notified on the University Website
3. The age limit and relaxation of the candidate shall be as per latest Assam Government Rule as on 31.10.2019.
4. The candidates must be permanent resident of Assam (proof of residence shall be enclosed with the application).
4. No TA/DA will be entertained to the candidates for appearing in the interview.

**** This cancels our earlier Advertisement No. DU/EST-B. 8/2019.**

Registrar
Dibrugarh University
Dibrugarh

Memo No. DU/EST-B/ III/SC/556/1996/9192-9198

Dated: 11/10/2019

Copy to:-

1. The Hon'ble Vice Chancellor, D.U. for favour of information.
2. The Joint Registrar (Admn.)/ Deputy Registrar (F & A), D.U for information.
3. The Sr. Assistant Registrar (Admn), D.U. for information.
4. The Assistant Director, Employment Exchange Dibrugarh for information.
5. The Programmer, D.U. to upload the advertisement in the D.U. website.
6. Notice Board of the University.
7. Office File.

Registrar
Dibrugarh University
Dibrugarh