



**OFFICE OF THE REGISTRAR
MAJULI UNIVERSITY OF CULTURE**

Majuli, Assam- 785104

Email:mucmajuli19@gmail.com

No. MUC/Recruit-89/2023-24/1437

Dated. Majuli the 1st day of July, 2024

ADVERTISEMENT

Majuli University of Culture invites applications from eligible Indian citizens for **1 (one)** post of **Junior Assistant (UR)**, Majuli University of Culture, Majuli, Assam. The last date of receipt of filled-in applications is **27.07.2024**. Applications shall have to be submitted at the Office of the Registrar, Majuli University of Culture, Chitadarchuk, Garamur, Majuli, Assam only on the working days. The University will not be responsible for any postal delay.

For detailed information, other terms and conditions and Application Form, interested candidates may visit the Notification given on the University website: www.muoc.ac.in.

Issued with due approval.

Registrar
Majuli University of Culture
Majuli, Assam.

No. MUC/Recruit-89/2023-24/1437

Dated. Majuli the 1st day of July, 2024

Copy to:

1. The Hon'ble Vice-Chancellor, Majuli University of Culture, Majuli, for favour of kind information.
2. The Director of Higher Education, Govt. of Assam, for favour of kind information.
3. The Finance & Accounts Officer, MUC, for favour of kind information.
4. The Advertisement Manager, The Assam Tribune, with a request to publish this advertisement notice.
5. The Advertisement Manager, The Dainik Janambhumi, with a request to publish this advertisement notice.
6. The Website In-charge, MUC, for uploading the advertisement in the Website of the University.
7. Office file for record.

Registrar
Majuli University of Culture
Majuli, Assam.

PART I: DETAILS OF THE POST:

Sl. No.	Name of the Post	No. of Post (s)	Pay Band	Age limit	Reservation Category
1.	Junior Assistant	1	Rs.14,000-60,500/- G.P. 8,700/-	As per State Government Rule	UR

PART II: DETAILS OF THE EDUCATIONAL AND OTHER QUALIFICATIONS AND EXPERIENCE REQUIRED:

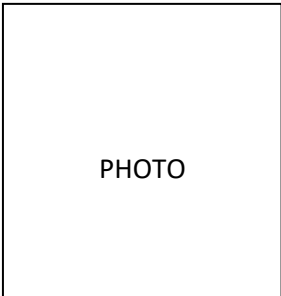
Sl. No.	Name of the Post	Educational qualification, desirable qualification, experience, etc.
1.	Junior Assistant	<p>Essential Qualifications:</p> <p>(a) A Bachelor's Degree in any discipline from any recognized University.</p> <p>(b) Basic computer knowledge with DTP in both Assamese and English as evidenced by appropriate Diploma of a minimum of Six months duration from any recognized University or Institution.</p> <p>Desirable Qualifications:</p> <p>1. Experience of working in any Educational Institution in Office Management.</p> <p>2. He/ she should have the ability of front office management, data entry, etc.</p>


11/7/2024

Registrar,
Majuli University of Culture,
Majuli, Assam.

PART-III: APPLICATION PROFORMA

**MAJULI UNIVERSITY OF CULTURE
PROFORMA FOR APPLICATION**



- 1. Applied for the Post :
- 2. Name of the Applicant (Block Capital) :
- 3. Present Address :
- 4. Permanent Address :
- 5. Father's Name :
- 6. Place of Birth including Police Station and District & P.O. :
- 7. Email : Phone No.....
- 8. Are you citizen of India :
- 9. Educational Qualification :
- 10. Other Qualifications :
- 11. Community :
- (a) State your religion :
- (b) Are you a member of Schedule Caste/ Schedule Tribe (Answer 'Yes or No') If 'Yes' give particulars supported be a certificate copy of which should be enclosed :
- 12. Age on 1st July, 2024 (accordingly to H.S.L.C certificate copy of which should be enclosed) :
- 13. Present occupation (if any) :
- 14. Previous appointment held (if any) :
- 15. Are you trained in or a member of the National Cade Crops of Territorial Army or trained Home Guards and Civil Defence Volunteers, if so give particulars:
- 16. Employment Registration No. (if any) :
- 17. Declaration:

I am candidate for the post and the statements stated above are true to the best of my knowledge and belief. In case of any false statement, I am liable to any action the University deems fit and proper.

A Demand Draft/ Transaction ID No.of Rs. is attached herewith.

Date:

Place:

Signature of the Candidate

(b) Details of enclosures sent with this application form:

- | | |
|-------|-------|
| i) | ii) |
| iii) | iv) |
| v) | vi) |
| vii) | viii) |
| ix) | x) |
| xi) | xii) |
| xiii) | xiv) |

(c) **Forwarding note of the Employer:**

Certified that.....has been an employee of (Name of the organization) since (date) and at present working as Information given by the employee in Part-A, Part-B, and Annexure –II is correct to best of my knowledge.

This organization has no objection to his / her applying for the position of at Majuli University of Culture.

Memo No.

Signature:

Date:

Designation:

Place:

Name of the organization

POINTS TO BE NOTED BY THE APPLICANT

1. **Application form:** Prescribed application form is available in the website www.muoc.ac.in. The candidates may download the application form from the above website. Applications in any other form will not be accepted.
2. **Application Fees:** Candidates will be required to pay an amount of **Rs.500/- (Rs.125/- for SC and ST(P/H))** only by Demand Draft or Online Payment mode in favour of the **Registrar, Majuli University of Culture, Majuli** payable at **Punjab National Bank, Garamur Branch, A/c No. 2200010048301, IFSC: PUNB0220020**, as application fees for the post. **In case of Online payment the Candidate shall have to submit the transaction details as proof of payment along with the application form.**
3. Complete applications in the prescribed form along with necessary enclosures must reach “**The Registrar, Majuli University of Culture, Transit Campus, Chitadarchuk, Garamur, Majuli -785104**” on or before **27/07/2024**. The envelope containing the application form must indicate the name of the **Post and Advertisement No.**
4. Those who are in service should submit their applications through proper channel or may submit a **NO OBJECTION CERTIFICATE** from the employer.
5. Attested copies of Mark sheets, Birth Certificate, Educational Certificates and Experience Certificates etc. must be attached to the application. Incomplete application or application without relevant enclosures will be rejected.
6. Written test along with personal interview and technical/ professional ability test shall be held **for the posts of Junior Assistant** in the following manner:

Sl. No.	Name of the Post	Category	Marks
1.	Junior Assistant	General Knowledge & Comprehension	50
		Computer Proficiency Test	25
		Interview	25
		Total	100

7. The University reserves the right to withdraw any advertised post at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
8. University will not be responsible for late/non-receipt of call letters for test/interview due to postal delay.
9. Candidates if found indulging in canvassing in any form will be disqualified.
10. Candidates will have to appear before the Selection Committee for an interview at their own cost when called for.
11. Applicants are directed to strictly read these conditions and submit their applications only after accepting these terms and conditions.
12. A candidate selected for a post must be medically fit physically and mentally. A certificate to that effect duly signed by the Joint Director of Health Services of the district concerned or a Government Medical Officer, shall have to be produced by the person who is appointed to a post before / she is allowed to join.
13. Application(s) received after the last date as mentioned in the advertisement shall not be endorsed
14. No TA/DA will be admissible to the applicants for appearing in any interview/written test etc.
15. Canvassing in any form will lead to disqualification of the candidate.

16. Applicants must fill-in all the parts, as the case may be, of the application form. Incomplete applications in any form shall be summarily rejected. A list of enclosures must be furnished as provided in the application form.
17. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
18. A certificate about good character from the Head of the Institution last attended or served shall ordinarily accompany an application for any post of if he / she is not already in service of the University.
19. All applications irrespective of any category shall be scrutinized by a Screening Committee for short-listing the number of candidates. If found incorrect or deficient in any form in supplying any information required such applications shall be outright rejected.
20. Mere fulfillment of the minimum eligibility criteria shall not entitle an applicant for consideration for any test/interview. The decision of the Screening Committee(s) for short-listing the candidates shall be final.
21. The University reserves the right to cancel any application at any stage on its own reason. It also reserves the right to relax any qualification of any candidate if he/she is found to be exceptionally meritorious or otherwise deemed to be essential for the University.
22. All posts irrespective of any category shall remain purely temporary till they are confirmed after a minimum of one year's probation period which may be extended if necessary.

A handwritten signature in blue ink, followed by the date '17/7/2024' written below it.

Registrar
Majuli University of Culture
Majuli, Assam.

ADDRESS FOR SENDING THE FILLED IN APPLICATIONS:

**“THE REGISTRAR, MAJULI UNIVERSITY OF CULTURE, TRANSIT CAMPUS,
CHITADARCHUK, GARAMUR, MAJULI -785104”**

CANDIDATES SHOULD SEND THEIR DULY FILLED UP APPLICATIONS COMPLETE IN ALL RESPECTS TO THE ABOVE ADDRESS THROUGH ***SPEED POST OR REGISTERED POST ONLY***

LAST DATE FOR RECEIPT OF APPLICATIONS- 27/07/2024

CONDITIONS TO BE FULFILLED AFTER APPOINTMENT:

1. A person appointed to any post mentioned in this advertisement shall join within one month 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.
2. Before a person appointed to a 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, the Statutes, Ordinances, Rules and Regulations.
3. Every person appointed permanently to a post shall be on probation for a period of one year. Provided that the period of probation may, for good and sufficient reasons, be extended by the Board for further period.
4. Every person appointed permanently to a post, on satisfactory completion of his / her period of probation, shall be confirmed in the post.

A handwritten signature in blue ink, followed by the date '17/7/2024' written below it.

Registrar
Majuli University of Culture
Majuli, Assam.