



OFFICE OF THE REGISTRAR
MAJULI UNIVERSITY OF CULTURE

Majuli, Assam- 785104

Email: mucmajuli19@gmail.com

No. MUC/Recruit/CoE-135/2025/1873

Dated. Majuli the 9th of July 2025

ADVERTISEMENT

Majuli University of Culture invites applications from eligible Indian citizens for the post of **Controller of Examinations**, Majuli University of Culture, Majuli, Assam. The last date of receipt of filled-in applications is **09.08.2025**. Applications will be received by the Office of the undersigned during the working hours. The same may also be posted to the address- '**The Registrar, Majuli University of Culture, Transit Campus, Chitadarchuk, Garamur, Majuli -785104**'. However, the University will not be responsible for any postal delay.

For detailed information, other terms and conditions and application form, intending candidates may visit the University website: www.muoc.ac.in.

Issued with due approval.

(Dr. B. C. Borah)

Registrar

Majuli University of Culture

Majuli, Assam

Registrar
Majuli University of Culture

Majuli, Assam

No. MUC/Recruit/CoE-135/2025/1873

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Copy to:

1. The Hon'ble Vice-Chancellor, MUC, 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.

(Dr. B. C. Borah)

Registrar

Majuli University of Culture

Majuli, Assam

Registrar
Majuli University of Culture

Majuli, Assam

PART I: DETAILS OF THE POST:

| Sl. No. | Name and Nature of the Post | No. of Post | Pay Band | Upper Age Limit | Reservation Category |
|---------|---|-------------|--|--------------------|----------------------|
| 1. | Controller of Examinations (Five Year Term Post) | 01 | Rs. 1, 44, 200/- - Rs. 2,18,200/- <i>(and all other admissible allowances)</i> | As per 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. | Selection Procedure |
|---------|------------------------------------|---|-------------------------|
| 1. | Controller of Examinations (UR) | Essential Qualifications: (a) Consistently good academic career with at least a high 2nd Class Master's Degree in Arts/Science/Commerce from a recognized University with at least 55% marks or equivalent Grade, or CGPA proportionate to that. (b) A Doctorate Degree from a recognized University or equivalent published work or contribution in the field of educational planning and examination system in higher education. (c) At least 10 (ten) year experience in a responsible position in administration/ conduct of examinations/ teaching in Institutions of higher education. (d) Conversant in the system of continuous evaluation, Semester and CBCS type of examinations. Desirables: Experience of different examination systems, computer, software, automation of academic administration, ERP, MOOCS, continuous and comprehensive evaluation system, ABC, etc. | Screening and Interview |



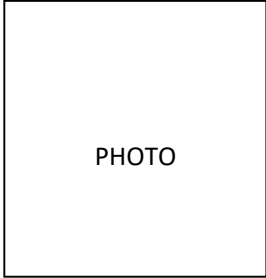
(Dr. B. C. Borah)

Registrar
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Majuli, Assam.
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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 and also the :
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 by a certificate copy of which should be enclosed :
12. Age on 1st Jan, 2025 (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 Cadet Corps 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

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

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

(d) **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 & Last date:**
 - I. **Application Fees & Last date:** Candidates will be required to pay an amount of Rs. 1,000/- (Rupees One thousand) only by Demand Draft or Online Payment mode (*with Draft / Payment Receipt*) 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.
 - II. 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 **09.08.2025**. The envelope containing the application form must indicate the name of the **Post and Advertisement No.**
3. Those who are in service should submit their applications through proper channel or may submit a **NO OBJECTION CERTIFICATE** from the employer.
4. 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.
5. Stringent criteria may be applied while short listing the applications. Only short-listed candidates will be called for interview. The University reserves its right to limit the total number of candidates to be called for interview.
6. 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.
7. University will not be responsible for late/non-receipt of call letters for test/interview due to postal delay.
8. Candidates if found indulging in canvassing in any form will be disqualified.
9. Candidates will have to appear before the Selection Committee for an interview at their own cost when called for.
10. Applicants are directed to strictly read these conditions and submit their applications only after accepting these terms and conditions.
11. 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.
12. Application(s) received after the last date as mentioned in the advertisement shall not be endorsed
13. No TA/DA will be admissible to the applicants for appearing in any interview/written test etc.
14. Canvassing in any form will lead to disqualification of the candidate.
15. 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.
16. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
17. 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.
18. 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.
 19. 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.
 20. 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.
 21. 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.

ADDRESS FOR SENDING/ SUBMITTING 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

LAST DATE FOR RECEIPT OF APPLICATIONS: 09.08.2025

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.


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