



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

No. CU/GAD/2023/310/ 8057

Date: 19.12.2025

Advertisement No: Recruitment/CU/2025/15

Advertisement for the Post of Junior Assistant

Applications are invited from intending eligible candidates for the following posts from candidates who are Indian nationals and are committed to establish a University of Excellence, proud of working beyond call of duty and uphold the highest standard of ethics and public accountability.

Sl. No.	Name of the post	Category & No. of vacant posts	Scale of pay	Qualifications
1	Junior Assistant	09 (Nine posts) [UR-5, OBC/MOBC-2, ST (H)- 1, ST (P)-1]	Rs. 14,000/ to Rs. 70,000/-+ G.P Rs.8700/-	Qualifications: Graduate degree from a UGC Recognized University. Preferable: Working Experience in Govt. offices/ Reputed Govt. institution of Higher Education/ Research institutions, proficiency in English and Assamese language (Speak/Read/Write), Capable of multi-tasking. Working Knowledge of Computer. Upper age limit is as per Govt. O.M. No.ABP.6/2016/51 Dated 2 nd September, 2020, as on 01-07-2025.

Cotton University shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:-

- Any changes/amendments/updates shall be posted on the University website: www.cottonuniversity.ac.in. Candidates are advised to check University website regularly.
- Withdraw the advertised posts at any time without assigning any reason;
- Appoint a candidate who may be on lien from a reputed educational/research institution, a government organization or a public sector undertaking;
- All applications would be screened for written test and qualifying candidates will be short listed. A limited number of candidates for written test and/skill test for the post, although a large number may satisfy the minimum criteria (mere fulfillment of minimum criteria will NOT entitle a candidate to be called for skill test);
- Disqualify any candidate who attempts to lobby or canvass to influence in 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 in the recruitment process which may be detected at different stages;
- Disqualify a candidate who may be shortlisted based on wrong information provided by the candidate. Persons who may be selected/appointed based on the wrong information provided by him/her may be terminated at any stage;

Him Sena



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- (h) Persons who are currently employed must submit a 'No objection certificate' from their current employer along with their application, without which their application will not be considered;
- (i) Age will be calculated as on 01.07.2025, as per Govt. O.M. No.ABP.6/2016/51 Dated 2nd September, 2020. Only Admit card/pass certificate of HSLC/HS or equivalent issued by the concerned education board will be considered as proof of Date of birth.
- (j) All the certificates of candidates must be from recognized boards/councils/universities/institutions as applicable;
- (k) Reservation policy of the Govt. of Assam shall apply to all categories. Interested candidates having benchmark disabilities may apply and their application will be considered as per P w D Act, 2016. Candidates belonging to SC/ST (P)/ST (H)/OBC/MOBC/PwD category should submit prescribed certificate in the format of the Govt. of Assam.
- (l) Applications must be filled and submitted in online mode as per the prescribed format facilitated through the University website www.cottonuniversity.ac.in. Submitted applications must be supported by the scanned copies of the original supporting documents as per the list below:
 - a) Class 10 Matriculation Admit Card/Certificate/Marksheet showing Date of Birth
 - b) Graduation/ Degree Pass Certificate
 - c) Graduation / Degree Marksheet
 - d) Caste Certificate (if applicable)
 - e) PWD certificate (if applicable)
- (m) 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 the commission, the responsibility and the liability shall lie solely with the candidate, and the application could be summarily rejected without any refund of fees.
- (n) There will be no upper age limit for those regular employees of the Cotton University who apply for the post.
- (o) The existing contractual/temporary workers with desired qualifications of the Cotton University will be given maximum 10 marks weightage on the length of their services rendered by them to the University subject to 2 marks for each completed year with a maximum of 10 marks who completed 5 or more years of service rendered by them.
- (p) The University will verify the original 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/information submitted by the candidate are false or the candidate has suppressed relevant information, then he/she will not be allowed to go through the selection process or, if in service, will be terminated from the service without prejudice to any other action taken by the University;

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- (q) Relax stipulations in respect of essential qualification in case of exceptionally experienced candidates on the recommendation of the screening and selection committee.
- (r) Applications submitted after the last date shall be rejected.
- (s) Application processing fees of Rs.1000/- (Rupees One Thousand only). 50% relaxation is applicable for SC/ST category only, entitled as per policy of Govt. of Assam, to be paid by the applicant along with the Online Application Form. Candidates from reserved category shall be considered for appointment in the posts unreserved category subject to the applying for such posts and paying the full fee without concession. The application fees are non-refundable.
- (t) The decision of the University authority during different stages of the selection process will be the final and binding;
- (u) Selected candidates will be governed by the New Pension Rules, 2005. They will receive the standard CPC allowances as agreed to by the Government. If any selected candidate joins on lien from another educational/research organization, government organization, or public sector undertaking standard government norms, Cotton University rules and regulations in this regard will be applicable;
- (v) All selected candidates, will be on probation for a period of one year; their performance will be reviewed before the probationary period is over, after which their services will be confirmed, terminated or the probationary period will be extended, if necessary;
- (x) Last date for submission of online application form is up to 5pm of 02.02.2026. The printed copy of the online submitted form along with the relevant documents must be submitted offline to the Registrar, Cotton University, Administrative Building, Cotton University, Panbazar, Guwahati-781001, Assam, India by post or in person on or before 09.02.2026.
- (y) Any dispute, suit or legal proceeding in this regard shall be settled under the jurisdiction of the Hon'ble Gauhati High Court at Guwahati.
- (z) **Form "A" (Declaration of family details) needs to be uploaded along with the application form.**

* For any queries, please write to the email support.recruitment@cottonuniversity.ac.in

Hiren Deka
Registrar, i/c