



OFFICE OF THE REGISTRAR
UNIVERSITY OF BONGAIGAON

(Upgraded from Bongaigaon College)
Bongaigaon (Assam)
PIN : 783380

Dr. Dinesh Das, M.A., B.Ed., M.Phil., Ph.D.
Registrar

Memo No.: UOB/Reg/Recruitment/2025/313

Date : 20.11.2025

RECRUITMENT NOTIFICATION
Advertisement No.: NTS-02/2025

Applications are invited from the eligible and interested candidates for contractual appointment of **Multitasking Assistant (MTA) & PS to Hon'ble VC** in Bongaigaon University. The appointment shall be on contractual basis and purely temporary. **The selected candidates shall have no claim for regular appointment in the University against any permanent post by virtue of this appointment.**

1. Number of position to be filled up: 02 Multitasking Assistant

(One post is reserved for candidates having B.Tech/BSc in Computer Science/ICT)

(One post is reserved for candidates having B.Com in Accountancy/Finance)

2. Number of position to be filled up: 01 PS to the VC

Required Qualifications:

(1) Graduates in any discipline with minimum 45% Marks or equivalent grade with uniform academic career.

(2) Minimum 6 months certificate course on Computer Application.

Desirable:

1. Computer typing proficiency both in Assamese and English.

2. Knowledge of English Language and Drafting is desirable for the post of PS to the VC.

Tenure of engagement: Initially for a period of 1 (one) year. Engagement may be renewed for further period on the assessment of performance by a duly constituted Committee and on requirement basis only.

Remuneration:

Multitasking Assistant & PS: Negotiable

Age: Applicant must not be less than 21 years and more than 45 years on the last date of application.

Selection Procedure:

As per Selection Committee recommended by Hon'ble VC.



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General Instructions to the Candidates:

- 1. Application Form:** Standard Form of Application (Assam Gazette Part IX). The candidates may download the application form from the University website. Application in any other form will not be accepted.
- 2. Application Fee:** A Demand Draft (non-refundable) of Rs.300/- (Rupees three hundred) only for drawn in favour of Principal, Bongaigaon College payable at SBI, Bongaigaon Branch (IFSC: SBIN0001684).
- 3.** Candidates should have to fill up their information correctly in the application form, which will be verified with the original at the time of interview, if called for. If at any stage, it is detected that the information given by the candidate are fake/untrue or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her candidature/service shall be terminated.
- 4.** The University reserves the right to withdraw any advertised post(s) at any time without giving any reason.
- 5.** Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

Time Schedule:

Last date of submission of application: 12.12.2025.

Memo No. UOB/Reg./MTA/MS/

Copy forwarded for information and necessary action to:

1. PS to Hon'ble VC, BU
2. University Website
3. Concerned file

Registrar

Bongaigaon University
Bongaigaon (Assam)

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