



Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM), Sivasagar

A State University of Govt. of Assam
Recognised by UGC; Member of AIU

Details for filling up the application form invited from intending candidates to the following regular posts:

Sl. No.	Name of the Post	No. of Posts	Qualifications
1.	Personal Secretary (Executive level) to Vice-Chancellor, Registrar (Admn) & Registrar (Acad) with additional responsibility of Public Relations and Outreach program. CPC pay scale (PB-4).	3	MBA or MPM or MPA (with three years experience) or Post Graduate Diploma in Management with specialization in HRD or Hospitality Management (with five years experience). Candidates should have skill in use of computer including typing and should be familiar with Government, UGC Rules & Regulations. Knowledge in shorthand will be an added advantage. Experience in educational administration and training will be preferred.
2.	Junior Accountant with responsibility for Outreach program. CPC pay scale (PB-3).	1	MBA Finance/ M.Com

Important Instructions:

1. Please fill in the Government of Assam Standard form format and attach the Bio-data along with necessary documents as below:
 - a. Documents from HSLC to last examination passed.
 - b. Certificate of any diploma/course pursued.
 - c. Experience certificate
 - d. 'No Objection Certificate' from the employer duly signed by the Competent Authority.
2. A demand draft of Rs.1000/- (Rupees One Thousand only) as application form fee should be drawn on any banks of India in favour of **Assam Rajiv Gandhi University of Cooperative Management**, Payable at **Sivasagar**.

Application form fee is non-refundable.
3. The Application form along with the necessary documents to be send to the address below:

**The Registrar,
Assam Rajiv Gandhi University
of Cooperative Management,
Basic Tini Ali, Gadadhar Nagar
Joysagar, Sivasagar-785665**

The envelope of the application should be super scribed as: Application for the post..... (Name of the post)

4. Last date of receiving the filled in application form is **30th December, 2021** i.e. it should reach on or before the last date mentioned.
5. There should be separate application form and DD for post sl. no 1 and 2, if intending to apply more than one post.
6. Only shortlisted candidates will be called for the interview (date will be notified later)

N.B: 1. ARGUCOM reserves the right to not call for the interview on mere fulfilling the minimum qualification for the posts and no appeal will be entertained.

2. ARGUCOM reserves the right to cancel/revise/reschedule/suspend the recruitment without assigning any reason and no claim can be made against the same by any person applying to the post.

For any details please send an e-mail to **info.argucom@gmail.com**.

Assam Rajiv Gandhi University
Of Cooperative Management
Sivasagar, Assam