



ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY

A State University of Government of Assam constituted by "Assam Science and Technology University Act, 2009")

Tetelia Road, Jalukbari, Guwahati-781013, Assam

www.astu.ac.in

NO: ASTU/REG/RECRUIT/212/2016(Part-IV) / 4061

Dated: 01/03/2022

RECRUITMENT NOTIFICATION FOR MULTI TASKING ASSISTANT ON TEMPORARY CONTRACTUAL BASIS

(ADVERTISEMENT NO: 03/2022)

A Walk in interview will be held on **09/03/2022** from 10:30 A.M at Assam Science and Technology University, Tetelia Road, Jalukbari, Guwahati for the post –**Multi Tasking Assistant (Contractual)**.

Reporting time: 09:30 A.M.- 10:00 A.M. No candidates will be allowed after reporting time.

The appointment shall be on contractual basis and purely temporary. **The selected candidate shall have no claim for regular appointment in the University against any permanent post by virtue of this appointment. The engagement will be for a period of six months only.**

Multi-Tasking Assistant (contractual)

Number of post to be filled up: **4(four) only.** (The position may vary)

Required qualification and Experience: The applicant must be Graduate in any discipline with minimum 50% from a recognised University. Candidates must have adequate Computer Knowledge and exposure in Windows and MS Office environment having fluency in English & Assamese in writing and speaking.

Candidate must have minimum 01 year experience in any university/ institutions. Candidate must have relevant experience in University ERP system/ purchase/ tendering procedures/ university examination procedures/ etc.

Tenure of engagement: 06 (Six) months only.

Remuneration: Consolidated remuneration of Rs.15000/ (Rupees Fifteen Thousand Only) -- per month all-inclusive.

General Instructions to the Candidates

1. Candidates must bring all the original and self -attested copies of certificates and mark-sheets from matriculation (10th standard) onwards in support of their qualifications and experiences along with biodata.
2. University may reject any candidate without assigning any reason.
3. The selected candidate has to join immediately for the assignment
4. Canvassing in any form may lead to disqualification
5. No TA/DA shall be paid to the candidates for attending the walk-in.
6. All disputes will be under the Jurisdiction of Guwahati, Assam only.
7. The engagement is terminable with a short notice of 07 (seven) days.

Note:

1. The University reserves the right to withdraw any advertised post at any time without assigning any reason.
2. If the number of candidates is more, shortlisting may be done via written test, Group Discussion etc. as decided by the University.



Nirupama
Registrar 1.3.2022