



নগাঁও বিশ্ববিদ্যালয়

NAGAON UNIVERSITY

A public State University established by upgrading Nowgong College (Autonomous), Nagaon under ASSAM ACT NO. LIX of 2023

Old A.T. Road, Nagaon-782001, Assam

Estd.:: 2023

Website: www.nagaonuniversity.ac.in

Ref No.: NU/Adv.-Reg./2026/002

Date:02-06-2026

Advertisement

Applications are invited from eligible candidates for the post of **Controller of Examinations, Deputy Registrar, Deputy Controller of Examinations and Finance Officer** in Nagaon University. Detailed advertisement and the prescribed application form are available on the University website: www.nagaonuniversity.ac.in. The completed application form, along with a **non-refundable Demand Draft of ₹2,000/- (₹1,000/- for SC/ST candidates)** drawn in favour of **Registrar, Nagaon University**, payable at **Nagaon University Fund, Assam Gramin Vikash Bank, Nagaon Branch (IFSC: PUNB0RRBAGB)**, must reach to The Registrar, Nagaon University, Old A. T. Road, Nagaon-782001, Assam **on or before 20th June, 2026**. The envelope should be clearly superscribed as “**APPLICATION FOR THE POST OF**”. An advance copy of the same should be sent in the e-mail: recruitment@nagaonuniversity.ac.in.

Sl. No	Name of the Posts	No. of Posts	Pay Level	Age
1	Controller of Examinations	1 (UR)	Rs. 1,44,200-2,18,200 + other allowances as Admissible (AL-14)	Maximum age of 55 years as on 01-06-2026.

Essential Qualifications:

- A Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.
- At least 15 (fifteen) years of experience as Assistant Professor in the Academic Level-1 and above or with 8 years of service in the Academic Level-12 and above including as Associate Professor along with experience in educational administration.
Or
- Comparable experience in research establishment and/or other institutions of higher education
Or
- 15 (fifteen) years of administrative experience, of which 8 years shall be as Deputy Controller of Examinations or in an equivalent post in a University.

Desirable: Conducting or assisting University/College/Institution Examinations and other allied works at executive level and having record justifying entrusting of confidential work. Working knowledge of Computer and Networking is mandatory.

Sl. No	Name of the Posts	No. of Posts	Pay Level	Age
2	Deputy Registrar	1 (UR)	Rs. 78,800-2,11,500 + other allowances as admissible (AL-12)	Maximum age of 50 years as on 01-06-2026.

Essential Qualifications:

- (i) A Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) At least 09 years of experience as Assistant Professor or above with 3 years experience in educational administration.
OR
- (iii) Comparable experience in research establishments and/ or other Institutions of higher education
OR
- (iv) 05 years of administrative experience as Assistant Registrar or equivalent post.

Desirable:

- i) A degree in Law/ Management/ Engineering from a recognized University/ Institute.
- ii) Experience of Computer applications/e-office system.
- iii) Experience in establishment/academic/financial administration in academic or research organization.

Sl. No	Name of the Posts	No. of Posts	Pay Level	Age
3	Deputy Controller of Examinations	1 (UR)	Rs. 78,800 to 2,11,500 + other allowances as admissible (AL-12)	Maximum age of 50 years as on 01-04-2026.

Essential Qualifications:

- (i) A Master's degree in any subject with at least 55% of marks or its equivalent grade in a point scale wherever grading system is followed;
- (ii) 9 (nine) years of experience as Assistant Professor in the Academic Level-10 and above with experience in Educational Administration;
or
- (iii) Comparable experience in research establishment and / or other institutions of higher education;
Or
- (iv) 5 (five) years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable: Conducting or assisting University/College/Institution Examinations and other allied works at executive level and having record justifying entrusting of confidential work. proficiency in computerization of Examinations Work. Working knowledge of Computer and Networking is mandatory.

Sl. No	Name of the Posts	No. of Posts	Pay Level	Age
4	Finance Officer	1 (UR)	PB-4 30,000-1,10,000+ GP 12,700 other allowances as admissible	Maximum age of 50 years as on 01-06-2026.

Essential Qualifications:

- i. A Post-Graduate degree from a recognized University with at least 55 per cent marks or its equivalent in the CGPA scale; along with
- ii. At least 8 years of experience at a management level in Finance and Accounts in Govt Organization or Public Sector Undertaking/Research Organization
or
- iii. A professional qualification from either ICWAI or ICAI or MBA Finance with five years of experience at Management level in Finance and Accounts in Govt Organization or Public Sector Undertaking/Research Organization
or
- iv. 10 years of experience in Higher Educational institute in the Faculty of Commerce.

Desirable:

- (a) Computer literacy to oversee installation of appropriate software and computerization of all finance and accounts and stores related matters with good interpersonal skills.
- (b) preference will be given to candidate with commerce or finance background in the Post Graduate level and
- (c) For candidates who have prior experience in working in an educational institute.

All terms and conditions for the appointment of the Controller of Examinations, Deputy Registrar, Deputy Controller of Examinations and Finance Officer shall be in accordance with the provisions of the Act and Statutes of the University. Mere fulfillment of the minimum eligibility criteria shall not entitle an applicant for consideration to be called for the interview. The decision of the Screening Committee(s) for shortlisting of candidates shall be final and binding.

The hard copy of the filled in type-written application along with the supporting documents duly signed by the candidate should reach The Registrar, Nagaon University, Old A. T. Road, Nagaon- 782001, Assam on or before 20th June, 2026. A soft copy (as a single PDF file) of the same should be sent to recruitment@nagaonuniversity.ac.in.

GENERAL INSTRUCTIONS

Applicants are requested to go through the terms and conditions as noted below and submit their applications only after accepting these terms and conditions.

1. Applications must be typed. Hand written applications will not be accepted.
2. Application fee is Non-refundable.
3. Applicants are to submit along with their applications the self-attested copies of all certificates/documents/testimonials in support of their age, educational & other qualifications, experience etc.
4. In-service persons must submit their applications through proper channel or submit a “No Objection Certificate” from the appointing authority along with the application.
5. Application(s) received after the last date as mentioned in the advertisement shall be rejected. The University shall not be held responsible for any postal delay in receiving the application.
6. All applications irrespective of any category shall be scrutinized by a Screening Committee. If found incorrect or deficient in any form in providing any information required such applications shall be out rightly rejected.
7. Applications incomplete in any form shall be summarily rejected.
8. No TA/DA is admissible to the applicants for appearing interview/written test etc.
9. Canvassing in any form will lead to disqualification of the candidate. No impersonation will be tolerated; such cases will be dealt with as per law.
10. Appointment shall remain purely temporary until they are confirmed after a minimum of one year’s probation period which may be extended if necessary.
11. A candidate selected for a post must be medically fit, both 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 candidate who is appointed to a post before he/she is allowed to join. If necessary, the university may appoint its own doctor to check the credentials.
12. A certificate about good conduct from the Head of the Institution last attended or served (if not an employee of this University), should be submitted.
13. A No Court Case Certificate from competent authority have to be submitted at the time of joining.
14. The University reserves the right to withdraw the 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(s) and its decision in this regard shall be final.
15. For reserved category candidates, the Supreme Court order against the civil appeal no. 1085 arising out of S.L.P No. 36324 of 2017 will be followed.



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Estd.:: 2023

Website: www.nagaonuniversity.ac.in

Paste your
recent coloured
passport size
photograph

Advertisement No. & Date:

Name of the post applied for:

Details of application fee paid

Name of the Bank with Branch:

Demand Draft No.:

1. General Information of Applicant

i	Name of the candidate	
ii	Father's name (Mother's name in the case father is not known)	
iii	Date of birth (dd/mm/yyyy)	
iv	Age as on the last date of submission of application (yy/mm/dd)	
v	Nationality	
vi	Sex (male/female/transgender)	
vii	Religion, if any	
viii	Marital status (married/unmarried)	
ix	Category (Gen/OBC/SC/ST/EWS/PWD)	
x	Address for correspondence	
xi	Permanent address	
xii	Contact number	
xiii	Email id	
xiv	Post held, if any, at the time sending the application	(a) Designation: (b) Date of joining: (c) Permanent/Temporary: (d) Name and address of the employer: (e) Basic pay: Rs. (f) Total emoluments: Rs.

2. Employment Details (in chronological order from latest to oldest)

Sl. No.	Post held	Pay Scale	Institution	Nature of duties	Duration		Experience (in years and months)
					Date of joining	Date of leaving	

3. Educational Qualifications (in chronological order from HSLC onwards):

Name of the Examination	Year of Passing	Board/ University	Subject(s)	Division/ Class/Grade	PC of Marks/CGPA

4. Any other academic/professional qualification:

5. Administrative experiences:

6. Teaching experiences:

7. Special subject of study or branch of specialization, if any:

8. Participation and contribution in relevant areas in higher education:

9. Publications (Attach a separate sheet of paper showing the details. Enclose copies of the publications and testimonials):

- (a) No. of Research Papers published :
 (b) No. of Articles published :
 (c) No. of Books published :
 (d) Any other :

10. Participation and scholarly presentations in conferences/seminars/workshops (give numbers, attach details in a separate sheet):

(i) International: _____ (ii) National: _____ (iii) Other: _____

11. Details of conferences/seminars/ symposia/ workshop/ training courses organized as conveners/organizing secretary:

Sl. No.	Title of the event	Duration (from & to)	Funding Agency	Organized by

12. Research Projects (as principal investigator or Co-investigator):

Sl. No.	Title of the project	Funding agency	Duration of project (from & to)	Total grant (Rupees)

13. Honours/Awards & Fellowships for Outstanding Work:

Sl. No.	Name of Award/Fellowship etc.	Elected/Honorary Fellow	Awarded by	Year of Award

(In Official Letter Head)

NO OBJECTION CERTIFICATE

This is to certify that..... (Name of the University/ Institute) has no objection, if Prof./Dr....., Designation....., Department/Centreof this University/ Institute applied for the post of Registrar in Nagaon University and will be released if appointed.

Date:

Place:

Signature:

(Head of the University/ Institute)

Name:

Designation:

Seal: