



**OFFICE OF THE REGISTRAR**  
**GURUCHARAN UNIVERSITY**  
**SILCHAR, CACHAR : ASSAM**  
গুরুচরণ বিশ্ববিদ্যালয়  
শিলচর, কাছাড় : আসাম

A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023

Ref No. 102/66/2026/I/012

Date:11-06-2026

**ADVERTISEMENT**  
**(Adv No. 01/2026)**

Online applications are invited from eligible candidates for the following posts in Gurucharan University. The detailed advertisement and application procedure are available on the University website at [www.gurucharanuniversity.ac.in](http://www.gurucharanuniversity.ac.in). Application fee is ₹2,000/- (₹1,000/- for SC/ST candidates). Last date for online application & hardcopy submission is 05-07-2026 before 5:00 PM.

Sl No.	Name of Positions	No. of Vacancy	Scale of Pay (in ₹)	Age
1	Registrar	01	1,44,200/-- 2,18,200/- at AL -14	Maximum age of 55 years as on 01-06-2026.
2	Controller of Examination	01	1,44,200/-- 2,18,200/- at AL -14	Maximum age of 55 years as on 01-06-2026.
3	Deputy Registrar	01	78,800/- 2,11,500 at AL-12	Maximum age of 50 years as on 01-06-2026.
4	Deputy Controller of Examination	01	78,800/- 2,11,500 at AL-12	Maximum age of 50 years as on 01-06-2026.
5	Finance Officer	01	PB-4 30,000/- 1,10,000/- + GP-12,700	Maximum age of 50 years as on 01-06-2026.

POSTS	QUALIFICATIONS
Registrar	<b><u>ESSENTIAL QUALIFICATION:</u></b> (i) A Master's degree with atleast 55% marks or its equivalent grade.  (ii) At least 15 (fifteen) years of experience as an Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level-12 and above, including as an Associate Professor, along with experience in educational administration. <p style="text-align: center;">or</p> (iii) Comparable experience in a research establishment and/or other Institutions of higher education, <p style="text-align: center;">or</p> (iv) 15(fifteen) years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
Controller of Examination	



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	<p><b><u>DESIRABLE:</u></b> Conducting or assisting University/College/Institution Examinations and other allied works at the executive level, and having a record justifying entrusting of confidential work. Working knowledge of computers and Networking is mandatory.</p>
Deputy Registrar	<p><b><u>ESSENTIAL QUALIFICATION:</u></b></p> <p>(i) A Master's degree with atleast 55% marks or its equivalent grade. (ii) At least 9 (nine) years of experience as an Assistant Professor at the Academic Level-10 or above, with 3 years of experience in educational administration.</p> <p style="text-align: center;">or</p> <p>(iii) Comparable experience in a research establishment and/or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>(iv) 5(five) years of administration experience as Assistant Registrar or in an equivalent post.</p> <p><b>Note:</b> Teachers appointed to the post of Deputy Registrar and equivalent shall be entitled to appropriate Grade Pay for these categories of posts and shall not retain Academic Grade Pay of the teaching post held.</p> <p><b><u>DESIRABLE:</u></b></p> <p>(i) A degree in Law/ Management/ Engineering from a recognised University/ Institute. (ii) Experience of Computer applications/e-office system. (iii) Experience in establishment/academic/financial administration in an academic or research organisation.</p>
Deputy Controller of Examination	<p><b><u>ESSENTIAL QUALIFICATIONS:</u></b></p> <p>(i) A Master's degree in any subject with at least 55% of marks or its equivalent grade in a point scale, wherever a grading system is followed;</p> <p>(ii) 9 (nine) years of experience as an Assistant Professor at the Academic Level-10 and above with experience in Educational Administration;</p> <p style="text-align: center;">or</p> <p>(iii) Comparable experience in research establishment and/or other institutions of higher education;</p> <p style="text-align: center;">or</p> <p>(iv) 5 (five) years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b><u>DESIRABLE:</u></b> Conducting or assisting University/College/Institution Examinations and other allied works at the executive level, and having a record justifying entrusting of confidential work, proficiency in the computerisation of Examination Work. Working knowledge of computers and Networking is mandatory.</p>



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Finance Officer	<p><b><u>ESSENTIAL QUALIFICATION:</u></b></p> <p>(i) Bachelor's Degree from a recognised University along with at least 8 years of experience in Finance and Accounts in a University or Government Organisation, or Public Sector Undertaking/Research Organisation.</p> <p style="text-align: center;">Or</p> <p>(ii) A professional qualification from either ICWAI or ICAI or MBA Finance with 5 (five) years of experience at the management level in Finance and Accounts in a Government Organisation or Public Sector Undertaking/Research Organisation.</p> <p><b><u>DESIRABLE QUALIFICATIONS, ATTRIBUTES AND COMPETENCIES:</u></b></p> <p>(i) Master's Degree in Commerce and Finance Background.</p> <p>(ii) Computer literacy to oversee all finance and accounts and stores related matters with good interpersonal skills, knowledge of Tally and/or other relevant software.</p>
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### General Terms and Conditions

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. Online submission of applications shall be mandatory; for online applications, visit <https://gurucharanuniversitynt.samarth.edu.in/>.
2. Application fee is Non-refundable.
3. In-service persons must submit their applications through the proper channel or submit a "No Objection Certificate" from the appointing authority along with the application.
4. Application(s) cannot be received after the last date.
5. Applicants shall first register on the <https://gurucharanuniversitynt.samarth.edu.in/> portal, after which, they can fill up the prescribed application form online.
6. Before starting to fill up the form, please ensure keeping ready a digital copy of a passport-size photograph in JPG/JPEG/PNG format, which must be less than or equal to 100kb and a digital copy of your signature, not exceeding 100 kb, for uploading.
7. The Experience Certificate, wherever applicable, must be enclosed with the employment application form. The Experience Certificate should clearly



indicate the date of appointment, period/duration of appointment and scale of Pay/Pay Band and Grade Pay/Pay Level, as the case may be, and should be issued by the Registrar of the concerned University/Principal/Director of the College/Institute. Certificate issued by any other authority (i.e., Head of Department/Dean, etc.) shall not be considered. In case the above-mentioned Post(s) are not available in the Organisation, then along with the above details, it should be declared by the person issuing the Certificate that **“He/She is authorised to issue the Experience Certificate for the said Post/Appointment.”**

8. All applications, irrespective of any category, shall be scrutinised by a Screening Committee. If found incorrect or deficient in any form in providing any information required, such applications shall be outrightly rejected.
9. Relaxation, if any, shall be as per the UGC guidelines and regulatory bodies concerned.
10. Filling all mandatory fields is required to make your application complete.
11. Applications incomplete in any form shall be summarily rejected.
12. Canvassing in any form will lead to the disqualification of the candidate. No impersonation will be tolerated; such cases will be dealt with as per the law.
13. No TA/DA is admissible to the applicants for appearing in the interview/written test, etc.
14. While filling out the online application, if your browser closes unexpectedly or if you are logged out, please use the login information sent to your email to log in again.
15. In case of any technical problems, please send an email to [smarth@gurucharanuniversity.ac.in](mailto:smarth@gurucharanuniversity.ac.in).
16. There are several Tabs in your application. After completing each tab, you should click on the “Save and Proceed” button to save the information and move to the next tab. After filling of all tabs, the candidate can finally submit his/her application. Please note that you cannot make any changes after the final submission.
17. On successful submission, the applicant will come across a link to download a PDF of the application. The hard copy (single copy) of the PDF along with duly enclosed self-attested copies of all the relevant documents like proof of academic qualifications, experience, caste certificates, Disability certificate, Income & Asset and publications, etc., having proper serial numbers as claimed by them in the online application must be sent to **“The Registrar, Gurucharan University, College Road, Silchar-788004, Cachar, Assam”**. However, the legible copies of the documents uploaded by the candidate on the portal will be treated as final. The hard copy of the application must reach the Office of the Registrar, Gurucharan University, on or before the prescribed last date for submission.



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18. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
19. Appointment shall remain purely temporary until they are confirmed after a minimum of one year's probation period, which may be extended if necessary.
20. 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.
21. 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.
22. A No Court Case Certificate from the competent authority have to be submitted at the time of joining.
23. 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.
24. 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.

Registrar(i/c)

Registrar  
Gurucharan University  
Silchar

**Encl: Annexure-I**

**Copy to:**

1. PS to VC for information of the Hon'ble Vice Chancellor.
2. FO for information and necessary action.
3. Website administrator for uploading in the website.
4. Guard file.

Registrar(i/c)

Registrar  
Gurucharan University  
Silchar



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**Annexure- I**

**(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/Centre .....of this University/ Institute, applied for the post of \_\_\_\_\_ in Gurucharan University and will be released if appointed.

**Date:**

**Place:**

**Signature:**

**(Head of the University/ Institute)**

**Name:**

**Designation:**

**Seal:**