



OFFICE OF THE REGISTRAR

মহাপুরুষ শ্রীমন্ত শঙ্করদেব বিশ্ববিদ্যালয়

MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA

[Recognised Under Section 2(f) of UGC Act, 1956]

Srimanta Sankaradeva Sangha Complex, Haladhar Bhuyan Path,
Kalongpar, Nagaon, PIN-782001, Assam, India

Ref. No. : MSSV/R/57/2015/

Date: 03.05.2023

RECRUITMENT: ADVERTISEMENT NO. : 03/23

Applications in prescribed form are invited from the citizen of India for the filling up of the following post of Mahapurusha Srimanta Sankaradeva Viswavidyalaya (MSSV), Nagaon, Assam:

Sl. No.	Name of post	No. of vacant post	Scale of Pay	Qualifications
3	Assistant Registrar (Finance)	1	As per the MSSV Pay Matrix	<p>Essential Qualifications:</p> <p>a) Master's degree in Commerce / B.Sc., B.A., B.Com. with CA Intermediate / MBA (Finance) with at least 55% marks or its equivalent Grade in the CGPA/UGC point scale from a recognized University/Institute.</p> <p>b) At least 5 years of service in Govt./University/Research Institute/College/ Autonomous Body.</p> <p>Desirable: Good knowledge of Information, Communication & Technology, especially in accounting software. Candidate having additional degree in Master of Business Administration (Finance) shall be given preference.</p> <p>Age: Not exceeding 40 years. The upper age limit is relaxable as per the norms of Government of Assam</p>

General Terms and Conditions:

MSSV shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:

- withdraw the advertised post at any time without assigning any reason;
- shortlist a limited number of candidates for interview and/ or test for the post, although a much large number may satisfy the minimum criteria;
- mere fulfillment of minimum criteria will NOT entitle a candidate to be called for the test/interview;
- disqualify any candidate who attempts to lobby or canvass to influence the selection process;
- modify/cancel/withdraw any communication made to the candidate(s), even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process which may have been detected at different stage;
- calculate the age on the last date of submission of the application form.

Persons who are currently employed must submit a "No Objection Certificate" from their current employer along with their application, without which the application will not be considered further. All degrees of candidates must be from recognized Boards/Councils and Universities/Institutions as the case may be.

The Vice-Chancellor may relax any requirements of experience and age for exceptional candidates having good service record.



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APPLICATION PROCEDURE

1. **Application form:** Prescribe application form may be downloaded from the University website i.e., www.mssv.ac.in.
2. **Application Fees and Last Date:** Candidates are required to pay an amount of Rs. 2,000.00 (Rupees two thousand) only by demand draft in favour of "REGISTRAR, MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA" payable at "State Bank of India, Nagaon Main Branch (IFSC: SBIN0000146)" or Cash at Accounts Branch of the University as an application fees for the post.

Completed application in prescribed form along with necessary enclosures must reach "REGISTRAR, MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA, H.B. PATH, KOLONGPAR, NAGAON-782001" on latest by **13th May, 2023**.

The University shall process the applications entirely on the basis of information/documents supplied by the candidates. In case the information/documents is /are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate, and the application could be summarily rejected without any refund of fees.

The University will verify the documents of the candidates at the time of interview and also at the time of appointment or during the tenure of service. If at any time it is detected that the documents submitted by a candidate are false or the candidate has suppressed relevant information, then he/she will be denied the opportunity to go through the selection process or, if in service, terminated from service without prejudice to any other action taken by the University.

The decision of the University authorities during the different stages of the selection process will be final and binding.

All selected candidates, will be on probation for two years; their performance will be reviewed before the probationary period is over, after which they could be regularised, terminated or their probationary period extended, if found necessary.

Registrar
MSSV, Nagaon

Memo. No. : Ref. No. : MSSV/R/57/2015/

Date: 03.05.2023

Copy to:

1. The Hon'ble Vice-Chancellor, MSSV for favour of information.
2. The Director (Finance & Planning), MSSV for information.
3. The Managing Trustee, SSESED Trust for information.
4. Dr. S. Kalita, Head i/c, Department of Computer Application for information, He is requested to upload in the University Website www.mssv.ac.in
5. The Assistant Registrar (Finance), MSSV, Nagaon for information and necessary action.
6. Notice Board of the University.
7. Office File.

Registrar
MSSV, Nagaon