



OFFICE OF THE
REGISTRAR

ক'ক্ৰাজ্জাৰ মুলুগসোলোঁসালি
KOKRAJHAR UNIVERSITY

Kokrajhar, BTC, Assam - 783370

Website: www.kokrajharuniversity.ac.in

E-Mail: registrarkokuniversity@gmail.com

Contact No: 8638471995 (M)

No. KU/27/TS & NTS/Advt./2026

Date: 24-09-2026.

Advertisement:

Online applications are invited for the eligible Indian Citizens for the following non-teaching posts in Kokrajhar University. The complete application form along with **non-refundable Demand Draft of ₹ 2500/- (₹ 1500/- for ST/SC)** candidates drawn **in favour of Registrar(i/c), Kokrajhar University is payable at Kokrajhar University, State Bank of India, Kokrajhar, Branch, (SBIN0000119)** must reach the Office of the Registrar, Kokrajhar University, Kokrajhar BTC, Assam PIN- 783370, **on or before 24/10/2026 before 05:00 PM**. The envelop should clearly mention **“APPLICATION FOR THE POST OF”** Applications will be only received during Kokrajhar University's working hours. The University will not be responsible for any postal delays. Advance copy of the same should be sent to the email: registrarkokuniversity@gamil.com along with all necessary enclosures, including the proof of the submission of the application fee.

Sl No	Nomenclature of the Post	Number of posts	Pay Scale	Reservation Category	Age
1	Registrar	1	₹ 1,44,200 - 2,18,200/- (AL - 14)	UR	Maximum age of 55 years as on 01/01/2026
2	Academic Registrar	1	₹ 1,44,200 - 2,18,200/- (AL - 14)	UR	Maximum age of 55 years as on 01/01/2026
3	Controller of Examination	1	₹ 1,44,200 - 2,18,200/- (AL - 14)	UR	Maximum age of 55 years as on 01/01/2026
4	Deputy Controller of Examination	1	₹ 78,800 - 2,11,500/-	UR	Maximum age of 50 years as on 01/01/2026
5	Deputy Registrar	1	₹ 78,800 - 2,11,500/-	UR	Maximum age of 50 years as on 01/01/2026
6	Finance Officer	1	₹ 30,000 - 1,10,000/- + G.P 12,700 (PB - 4)	UR	Maximum age of 50 years as on 01/01/2026

PART 11: DETAILS OF THE EDUCATIONAL AND OTHER QUALIFICATIONS AND EXPERIENCE REQUIRED:

Sl No.	Name of the Post	Term of appointment:	Educational qualification, desirable qualification, Selection experience, etc
1	Registrar	Five (5) years	i) A Master's degree with at least 55% marks or its equivalent grade ii) At least 15 (fifteen) years of experience as an Asistant 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 & at least 5 years of experience as educational administrator.
2	Academic Registrar	Five (5) years	i) A Master's degree with at least 55% marks or its equivalent grade ii) At least 15 (fifteen) years of experience as an Asistant 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 & at least 5 years of experience as educational administrator. iii) Comparable experience in a research establishment and/or other Institutions of higher education, iv) 15 (fifteen) years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
3	Controller of Examination	Five (5) years	<u>DESIRABLE:</u> Conducting or assisting University/College/Institution Examinations and other allied works at the executive level, having a record justifying entrusting of confidential work, proficiency in the computerisation of Examination Work. Working Knowledge of computers and Networking is mandatory.
4	Deputy Controller of Examination	Five (5) years	i) A Master's degree with at least 55% marks or its equivalent grade ii) At least 9 (nine) years of experience as an Asistant Professor. iii) At least 5 (years) of administrative experience.
5	Deputy Registrar	Five (5) years	i) A Master's degree with at least 55% marks or its equivalent grade ii) At least 9 (nine) years of experience as an Asistant Professor. iii) At least 5 (years) of administrative experience.
6	Finance Officer	Five (5) years	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. <u>DESIREABLE:</u> i) Master's Degree in Commerce/Economics/Statistics. 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.

All terms and conditions for the appointment of the **Registrar, Controller of Examinations, Deputy Controller of Examinations, Deputy Registrar and Finance Officer** shall be in accordance with the provisions of the Act and Statutes of the University. Mere fulfilment 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 typed application, along with the supporting documents duly signed by the candidate, should reach The Registrar, Kokrajhar University, Kokrajhar, BTC, Assam, PIN 783370 on or **24/10/2026 before 05:00 PM**. A soft copy (as a single PDF file) along with the Demand Draft of the same should be sent to registrarkokuniversity@gmail.com.

General Terms and Conditions:

1. Application Form:

The prescribed application form is available on the website www.kokrajharuniversity.ac.in. The candidates may download the application form from the above website. Applications in any other form will not be accepted.

2. Application Fees & Last Date:

I. The completed application form, along with a non-refundable Demand Draft of ₹2,500/- (₹1,500/- for SC/ST candidates) drawn in favour of Registrar, Kokrajhar University, payable at Kokrajhar University, State Bank of India, Kokrajhar Branch (SBIN0000119), must reach the office of the Registrar, Kokrajhar University, Kokrajhar, BTC, Assam, PIN- 783370, on or before **24/10/2026 before 05:00 PM**.

II. Complete applications in the prescribed form along with necessary enclosures must reach **“The Registrar, Kokrajhar University, Kokrajhar (Assam), PIN – 783370”** on or before **24/10/2026 before 05:00 PM**. The envelope containing the application form must indicate the **Name of the Post and Advertisement No.**

3. Those who are in service should submit their applications through the proper channel, or may submit a **NO OBJECTION CERTIFICATE** from the employer.

4. Self-Attested copies of Mark Sheets, Birth Certificate, Educational Certificates and Experience Certificates, etc. must be attached to the application. An incomplete application or an application without relevant enclosures will be rejected.

5. Only shortlisted candidates will be called for an interview. The University reserves its right to limit the total number of candidates to be called for an interview.

6. The University reserves the right to withdraw any advertised post at any time without assigning any reason thereof. The right is also reserved with the University to either fill or not fill the post, and its decision in this regard shall be final.

7. The University will not be responsible for the late/non-receipt of call letters for the test/interview due to postal delay.

8. Candidates, if found indulging in canvassing in any form, will be disqualified.

9. Candidates will have to appear before the Selection Committee for an interview at their own cost when called for. No TA/DA will be admissible to the applicants for appearing in any interview/written test, etc.

10. Applicants are directed to strictly read these conditions and submit their applications only after accepting these terms and conditions.

11. Application(s) received after the last date as mentioned in the advertisement shall not be endorsed.

12. Applicants must fill in all the parts, as the case may be, of the application form. Incomplete applications in any form shall be summarily rejected. **A list of enclosures must be furnished as provided in the application form.**

13. Applicants may attach additional sheet(s) wherever necessary, quoting the serial number.

14. A certificate about good character from the Head of the Institution last attended or served shall ordinarily accompany an application for any post if he/she is not already in the service of the University.

15. All applications, irrespective of any category, shall be scrutinised by a Screening Committee for short-listing the number of candidates. If found incorrect or deficient in any form in supplying any information required, such applications shall be outright rejected.

16. Mere fulfilment of the minimum eligibility criteria shall not entitle an applicant to consideration for any test/interview. The decision of the Screening Committee(s) for shortlisting the candidates shall be final.

17. The University reserves the right to cancel any application at any stage for its own reasons. It also reserves the right to relax any qualification of any candidate if he/she is found to be exceptionally meritorious or otherwise deemed to be essential for the University.

18. All posts, irrespective of any category, shall remain purely temporary till they are confirmed after a minimum of one year's probation period, which may be extended if necessary.

19. A person selected to any post mentioned in this advertisement shall join within one month from the date of issue of the appointment order, failing which the appointment order is liable to be cancelled, provided that in exceptional circumstances, the Vice-Chancellor may extend this period.

Sd/-
Registrar (i/c)
Kokrajhar University
Kokrajhar, BTC, Assam

KOKRAJHAR UNIVERSITY

Kokrajhar, BTC: Assam

PIN: 783370

ক'ক্ৰাজ্জাৰ মুলুগসোলোঁসালি

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	
iii.	Date of Birth (dd/mm/yyyy)	
iv.	Age as on 01/01/2026	
v.	Nationality	
vi.	Sex (Male/ Female/ Others)	
vii.	Religion	
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 of sending the application	a) Designation: b) Date of Joining: c) Permanent/ Temporary: d) Name and address of the Employer: e) Basic Pay: ₹ f) Total Emolument: ₹

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:

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5. Administrative experience:

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6. Teaching experience:

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

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

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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 conference/seminar/workshops** (give numbers, attach details in a separate sheet):

- i) **International:** _____
 ii) **National:** _____
 iii) **Other:** _____

11. **Details of Conference/seminars/symposia/workshop/training courses organized as convenors/organizing secretary:**

Sl No.	Title of the Event	Duration (From & to)	Funding Agency	Organised by

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

Sl No.	Title of the Project	Funding Agency	Duration of Projects (From & to)	Total Grant (₹)

13. **Honours/Awards & Fellowships for Outstanding Works:**

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

14. **Experience of supervision for research degree** (Attach a separate sheet of paper showing the details, if any):

Degree	Awarded	Research in Progress	Thesis/ Dissertation under submission
Ph.D.			
M. Phil.			
Others, if any			

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1	2
Names:.....	Names:.....
Address:.....	Address:.....
PIN:.....	PIN:.....
Phone:.....	Phone:.....
Email:.....	Email:.....

(Signature of the Applicant)

20. List of enclosures:

[illegible]

(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 Controller of Examinations/Deputy Controller
of Examinations/Deputy Registrar/Finance Officer in Kokrajhar University and will be released
if appointed.

Date:

Place:

Signature:

(Head of the University/Institute)

Name:

Designation:

Seal: