



# BHATTADEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA -781325 (ASSAM), INDIA

## RECRUITMENT NOTICE

Advt. No. Bhatt. U/E&A Sec./ Advt.026/ Non-Teaching/2026/7840

Date: 10/03/2026

Applications are invited from eligible Indian Nationals in online mode (via Samarth Portal) for the following positions at Bhattadev University.

Sl No.	Name of Posts	No. of Post(s)	Category	Pay Scale
1.	Junior Assistant	02 (two)	(i) UR (ii) OBC	Rs. 14,000/-- Rs.49,000/- + G.P.- Rs. 8,700/-
2.	Accounts Assistant	01 (One)	UR	Rs. 14,000/-- Rs.49,000/- + G.P.- Rs. 8,700/-
3.	Office Assistant (MTS)	05 (Five)	(i) UR (ii) OBC (iii) UR (iv) UR (v) ST(P)	Rs. 12,000/-- Rs.37,500/- + G.P.- Rs. 4,400/-

### ESSENTIAL QUALIFICATIONS:

- 1. Junior Assistant :** Bachelor's degree in any discipline from a recognized University, Minimum of One year Diploma in Computer Application from any recognized University or Institution.
- 2. Account Assistant :** Bachelor's degree in Commerce from a recognized University, Minimum of One Year Diploma in Computer Application from any recognized University or Institution.
- 3. Office Assistant (MTS):** Minimum Educational Qualification- HSLC (Class X) or equivalent Examination passed from a recognized Board. The highest educational qualification for the post shall be class XII (HSSLC) or equivalent examination passed and candidates having higher qualification shall not be eligible.

The applicants applying for the posts shall not be less than 18 years and more than 40 years of age as on the last date of application. Relaxation of 5 years for SC/ST, 3 years for OBC/MOBC, 2 years for Ex-Serviceman and 10 years for PWD is applicable as per Assam Govt. Guidelines. The candidates must have proficiency in local language. The age of the candidate will be calculated on the basis of the School/Matriculation/ HSLC Admit Card/ Certificate issued by a recognized Board/Council.

### GENERAL INSTRUCTION:

*The link for Online Application via Samarth Portal shall be uploaded in the University Website latest by 24/03/2026.*

Date of activation of online application link	:	25/03/2026
Last Date for online submission of applications	:	15/04/2026
Last date of receipt of Hard Copy of applications	:	22/04/2026



**Application fees:** Rs. 1,000/- (in case of SC/ST candidate Rs. 500/-)

**Mode of Payment:** Online payment gateway link available in the portal during application (Proof of payment should be enclosed with the hard copy of the application)

**GENERAL CONDITIONS:**

1. The candidates must possess the minimum qualifications in order to be considered for the posts.
2. Applicants willing to apply for more than one post must submit separate applications for each post(s) along with separate application fee.
3. Application(s) received after the last date shall be rejected.
4. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for the interview.
5. In-service persons must submit their applications through proper channel, or submit a “**No Objection Certificate**” from the appointing authority along with the application.
6. Canvassing in any form will lead to disqualification.
7. Any change of address for correspondence should be communicated to the Registrar, Bhattadev University, giving reference of the Advertisement and post(s) applied for.
8. Written tests may be conducted for short-listing purposes.
9. Only short-listed candidates will be called for interview and or computer test (wherever applicable).
10. Candidates will have to appear in the written test & interview and /or computer test at their own cost.
11. Services of the selected candidates will be governed by the Act, Statutes, Regulations etc. of the University and relevant Govt. of Assam norms and guidelines.
12. Mere fulfilment of minimum qualification will not entitle an applicant to be short-listed for interview.
13. 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 before he/she is allowed to join. If necessary, the University may appoint its own doctor to check the credentials.
14. The University reserves the right to accord additional weightage to Grade III/IV temporary/contractual employees of Bhattadev University during the recruitment process, as approved vide Resolution No: EC-19/2025/29 dated 08/07/2025.
15. There will be no upper age limit for those regular employees of Bhattadev University who apply for any post under this Advertisement, as approved vide Resolution No: EC-20/2026/15 dated 19/02/2026.
16. The University reserves the right to relax stipulations in respect of essential qualifications in case of exceptionally experienced candidates on the recommendation of the Screening / Selection Committee.
17. The University will verify the original certificates/testimonials 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/information submitted by the candidate are false or the candidate has suppressed relevant information, the he/she will not be allowed to further participate in the selection process or, if in service, will be terminated from the service without prejudice to any other action taken by the University.
18. The University reserves the right to withdraw/amend the entire/part of the process of recruitment 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.



HOW TO APPLY:

1. The intending applicants are required to apply online in the Samarth Portal, the link for which shall be made available in the University website.
2. The photocopies of applications (2 sets) and supporting documents (2 sets) should reach the Office of the **Registrar, Bhattadev University, Bajali, Pathsala-781325**, Assam on or before **22/04/2026** in an envelope superscribed with "*Application for the Post of .....*"

✓  
**Registrar**  
**Bhattadev University**

**Memo No. Bhatt. U/E&A Sec./ Advt.02/ Non-Teaching/2026/7840-A**

**Dated : 10/03/2026**

Copy forwarded for information & necessary action to:

1. The Secretary to the Govt. of Assam, Higher Education Deptt., Dispur, Guwahati-6- for favour of kind information
2. The Secretary to the Govt. of Assam, Chancellor's Secretariat, Raj Bhavan, Guwahati-1 for favour of kind information
3. The Director of Higher Education, Assam, Kahilipara, Guwahati-19-for favour of kind information
4. The Controller of Examinations, Bhattadev University and Nodal Officer, Samarth Portal, for necessary action.
5. All Officers, Deans, Associate Deans, Heads of Departments, Bhattadev University
6. All members of Faculty & Non-teaching employees of the University
7. P. S. to the Vice-Chancellor, Bhattadev University
8. Web Administrator, Bhattadev University- for uploading on the Bhattadev University website
9. Notice Board of the University
10. Concerned office file.



*Mangal Das*  
**Registrar**  
**Bhattadev University**