



Assam Rajiv Gandhi University of Cooperative Management

(A Govt. of Assam University)

Recognised by UGC and member of Association of Indian Universities

Basic Tinali, Gadadhar Nagar, Joysagar, Sivasagar

Email: info.argucom@gmail.com

vc.argucom@gmail.com

Re-advertisement of the earlier advertisement No 8/2022, dated 08/09/2022, applications are invited for the post of **Administrative Assistant (Consultant)** as per following details:

1.	Administrative Assistant (Consultant) Pay: Rs.20,000/- p.m. (Consolidated)	I (Contractual) Initially for six months	Essentials: (i) Recently retired personnel at Head Assistant/Superintendent level preferably from Higher Education Institutions/ Govt. establishments. (ii) Knowledge of establishment matters like Recruitment, Leave, Promotion and Employee affairs of Govt Universities /establishments. Job Description: To assist the administrative, establishment, logistics and office communications matters of the University. Age: Below 65 years
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Important Instructions:

1. Please fill in the Government of Assam Standard form format and attach the Bio-data along with necessary documents as below:
 - a. Documents from HSLC to last examination passed.
 - b. Certificate of any diploma/course pursued.
 - c. Experience certificate

2. The Application form along with the necessary documents to be send to the address below:

**The Registrar,
Assam Rajiv Gandhi University
of Cooperative Management,
Basic Tini Ali, Gadadhar Nagar
Joysagar, Sivasagar-785665**

The envelope of the application should be superscribed as: Application for the post..... (Name of the post)

3. Last date of receiving the filled-in application form is on or before **21st December 2022**.
4. Only shortlisted candidates will be called for the interview (the date will be notified later)

[Handwritten signature]

N.B:

1. ARGUCOM reserves the right to not call for the interview on mere fulfilling the minimum qualification for the posts and no appeal will be entertained.
2. ARGUCOM reserves the right to cancel/revise/reschedule/suspend the recruitment without assigning any reason and no claim can be made against the same by any person applying to the post.

For further information visit: www.argucom.ac.in and may contact **PRO at 70021-98067** or email at **info.argucom@gmail.com**

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Of Cooperative Management
Sivasagar, Assam

