



OFFICE OF THE REGISTRAR
MAJULI UNIVERSITY OF CULTURE

Majuli, Assam- 785104

Email: mucmajuli19@gmail.com

No. MUC/Recruit/RG-148/2025/2037

Date: 05/12/2025

ADVERTISEMENT

Majuli University of Culture invites applications (03 copies) in the prescribed form of the University from the eligible Indian citizens for the post of **Registrar**, Majuli University of Culture, Majuli, Assam. The appointment will be for a period of 5 (five) years or up to the age of superannuation, whichever is earlier. The last date of receipt of filled-in applications is **31/12/2025**. Applications will be received by the Office of the undersigned during the working hours. The same may also be posted to the address- '**The Registrar, Majuli University of Culture, Transit Campus, Chitadarchuk, Garamur, Majuli -785104**'. However, the University will not be responsible for any postal delay.

For detailed information, other terms and conditions and application form, interested candidates may visit the University website: www.muoc.ac.in.

Issued with due approval.


(Dr. Bhaskar Bhuyan)

Registrar i/c
Majuli University of Culture
Majuli, Assam

REGISTRAR I/C
MAJULI UNIVERSITY OF CULTURE
MAJULI, ASSAM

Copy to:

1. The Hon'ble Vice-Chancellor, Majuli University of Culture, Majuli, for favour of kind information.
2. The Director of Higher Education, Govt. of Assam, for favour of kind information.
3. The Finance & Accounts Officer, MUC, for favour of kind information.
4. The Assistant Registrar, MUC for information and needful.
5. The Advertisement Manager, The Assam Tribune, with a request to publish this advertisement notice.
6. The Advertisement Manager, The Dainik Janambhumi, with a request to publish this advertisement notice.
7. The Website In-charge, MUC, for uploading the advertisement in the Website of the University.
8. Office file for record.


Registrar i/c
Majuli University of Culture
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MAJULI UNIVERSITY OF CULTURE
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PART I: DETAILS OF THE POST:

Sl. No.	Name and Nature of the Post	No. of Post	Pay Band	Upper Age Limit	Reservation Category
1.	Registrar (Five Year Term Post)	01	Rs. 1, 44, 200/- - Rs. 2,18,200/- <i>(and all other admissible allowances)</i>	Should not be above 55 years of age as on 31/12/2025	UR

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

Sl. No.	Name of the Post	Educational qualification, desirable qualification, experience, etc.	Selection Procedure
1.	Registrar	<p>Essential Qualifications:</p> <p>a. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, or</p> <p>c. Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>d. 15 years administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirables:</p> <p>Knowledge of financial/human resource management and other related matters connected with Higher Educational Institution.</p>	Screening and Interview



(Dr. Bhaskar Bhuyan)

Registrar i/c

Majuli University of Culture

Majuli, Assam. **REGISTRAR I/C**

MAJULI UNIVERSITY OF CULTURE
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PART-III: APPLICATION PROFORMA



MAJULI UNIVERSITY OF CULTURE

Application for the Post of Registrar

Affix the latest
passport size photo

(Applicant is requested to type the information in the following format and can add more lines in the format wherever required.)

1. General Information of Applicant

Name (In Capital Letters)		
Date of Birth (Day/Month/Year)		Age on last date of receipt of Application
Correspondence Address		
Phone No.	Mobile No. : Landline No. (if any):	
Email ID		

2. Present Position

a.	Designation	
b.	Organization	
c.	Pay Scale	
d.	Date of Appointment to the present post	
e.	Total Experience (In Years and Months)	

3. Educational Qualification (In chronological order from latest to HSLC level)

S. No.	Qualification	Board/University	Year	Subjects(s)/Topic(s)	% Achieved	Distinctions etc

4. (a) Academic/Administrative Experience & responsibilities (In Chronological order from latest to oldest)

S.No.	Post	Organization / University	Duration		Experience (In Years and Months)
			From (To)	To (Date)	

(b) Participation and contribution in relevant areas in higher education

Position/Assignment	Organization	Area of Specification

(c) Important MoUs formulated for academic/administrative collaborations

S.No.	MoUs formulated	Name of Agencies/Departments involved	Year of MoU

5. International academic/administrative Exposure, if any

S.No	Post/Assignment	Organization/University	Area of Assignment	Duration		
				From	To	In Years & Months

6. Publications

A.I. Kindly provide list of scholarly publications in recognized professional and/or academic journals

Total Publications:

S.No.	Date	Title	Name of the Book/journal

A.II. List of articles in popular magazines or newspapers

Total Articles:

S.No.	Date	Title	Name of magazine/Newspaper

B. Participation and scholarly presentations in conferences

National/International

S.No.	Date	Title of Conference or Institution	Title/Subject of presentation (if made)

7. Research Projects

S.No.	Client/Organization's Name	Nature of project	Duration of project	Amount of Grant(Rupees)

8. Strengths (in 100 words)

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9. Any other Information related to eligibility criteria:

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10. Details of Referees, if any

S.No.	Name of the Referee	Post Held by Referee	Email	Phone No.	Mobile

I, hereby, declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice from the post as per Act/Statutes etc. and other applicable rules.

Place:

(Signature of the applicant)

Date:

- Details of Enclosures:**

S. No	Particulars

POINTS TO BE NOTED BY THE APPLICANT

1. **Application form:** Prescribed application form is available in the website **www.muoc.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:** Candidates will be required to pay an amount of Rs. 2000/- (Rupees Two thousand) [**Non-Refundable**] only by Demand Draft or Online Payment mode (**with Draft / Payment Receipt**) in favour of the **Registrar, Majuli University of Culture, Majuli** payable at **Punjab National Bank, Garamur Branch, A/c No. 2200010048301, IFSC: PUNB0220020**, as application fees for the post.
3. Complete applications in the prescribed form along with necessary enclosures must reach “**The Registrar, Majuli University of Culture, Transit Campus, Chitadarchuk, Garamur, Majuli -785104**” on or before **31/12/2025**. The envelope containing the application form must indicate the name of the **Post and Advertisement No.**
4. Those who are in service should submit their applications through proper channel or may submit a **NO OBJECTION CERTIFICATE (NOC)** from the employer. Candidates unable to furnish the NOC with the initial application **must be produced it to the Interview Board** prior to the interview process.
5. Attested copies of Mark sheets, Birth Certificate, Educational Certificates and Experience Certificates etc. must be attached to the application. Incomplete application or application without relevant enclosures will be rejected.
6. Stringent criteria may be applied while short listing the applications. Only short listed candidates will be called for interview. The University reserves its right to limit the total number of candidates to be called for interview.
7. 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 either to fill or not to fill the post and its decision in this regard shall be final.
8. University will not be responsible for late/non-receipt of call letters for test/interview due to postal delay.
9. Candidates if found indulging in canvassing in any form will be disqualified.
10. Applicants are directed to strictly read these conditions and submit their applications only after accepting these terms and conditions.
11. A candidate selected for a post must be medically fit 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 person who is appointed to a post before / she is allowed to join.
12. Application(s) received after the last date as mentioned in the advertisement shall not be endorsed
13. No TA/DA will be admissible to the applicants for appearing in any interview/written test etc.


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14. 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.
15. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
16. A certificate about good character from the Head of the Institution last attended or served shall ordinarily accompany an application for any post of if he / she is not already in service of the University.
17. All applications irrespective of any category shall be scrutinized 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.
18. Mere fulfillment of the minimum eligibility criteria shall not entitle an applicant for consideration for any test/interview. The decision of the Screening Committee(s) for short-listing the candidates shall be final.
19. The University reserves the right to cancel any application at any stage on its own reason. 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.



Registrar i/c

Majuli University of Culture

Majuli, Assam. **REGISTRAR I/C**
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ADDRESS FOR SENDING/ SUBMITTING THE FILLED IN APPLICATIONS:

**“THE REGISTRAR, MAJULI UNIVERSITY OF CULTURE, TRANSIT CAMPUS,
CHITADARCHUK, GARAMUR, MAJULI -785104”**

CANDIDATES SHOULD SEND THEIR DULY FILLED UP APPLICATIONS COMPLETE IN ALL RESPECTS TO THE ABOVE ADDRESS THROUGH ***SPEED POST OR REGISTERED POST ONLY***

LAST DATE FOR RECEIPT OF APPLICATIONS- 31/12/2025

CONDITIONS TO BE FULFILLED AFTER APPOINTMENT:

1. A person appointed to any post mentioned in this advertisement shall join within one month from the date of issue of appointment order, failing which the appointment order is liable to be cancelled, provided that in exceptional circumstances, the Vice-Chancellor may extend this period.
2. Before a person appointed to a post joins in his / her post, he / she shall execute an agreement with the university that he / she shall strictly abide by the provisions of the Acts, the Statutes, Ordinances, Rules and Regulations.



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