



OFFICE OF THE REGISTRAR
UNIVERSITY OF BONGAIGAON

(Upgraded from Bongaigaon College)

Bongaigaon (Assam)

PIN : 783380

Dr. Dinesh Das, M.A., B.Ed., M.Phil., Ph.D.

Registrar

Memo No.: UOB/Recruit/26/360

Date : 31-08-2026

ADVERTISEMENT

Applications are invited from intending eligible candidates (Indian citizens) for the post of **Controller of Examinations, Deputy Controller of Examinations, Deputy Registrar and Finance Officer** in Bongaigaon University, Assam. For detailed information, other terms and conditions and the application forms, please visit the Bongaigaon University website: bongaigaonuniversity.ac.in. The completed application form, along with a non-refundable Demand Draft of ₹2,000/- (₹1,000/- for SC/ST candidates) drawn in favour of Registrar, Bongaigaon University payable at Bongaigaon University Fund, State Bank of India, Bongaigaon Branch (SBIN0001684) must reach the office of the Registrar, Bongaigaon University, Bongaigaon – 783380, Assam on or before **20/09/2026**. The envelope should be clearly superscribed “APPLICATION FOR THE POST OF.....Applications will be received only on the Bongaigaon University’s working days. The University will not be responsible for any postal delay. An advance copy of the same should be sent to the email: registraruniversityofb25@gmail.com along with all necessary enclosures, including the proof of submission of the application fee.

Sd/-

(Dr. Dinesh Das)

Registrar

Bongaigaon University

Bongaigaon (Assam)

Dated: 31/08/2026

Memo No. UOB/Recruit/26/360

Copy to:

1. PS to VC, Bongaigaon University for kind information.
2. The Director of Higher Education, Govt. of Assam for kind information.
3. The Advertising Manager, the Assam Tribune is requested to publish this advertisement in your daily.
4. The Advertising Manager, the Niyomiya Barta is requested to publish this advertisement in your daily.
5. The Advertising Manager, the Dainik Janambhumi is requested to publish this advertisement in your daily.
6. Office file.

(Dr. Dinesh Das)

Registrar

Bongaigaon University

Bongaigaon (Assam)

Registrar

Bongaigaon University

Bongaigaon (Assam)

PART I: DETAILS OF THE POSTS:

Sl. No	Name and nature of the Post	No. of Posts	Pay Band	Reservation Category	Age
1	Controller of Examinations	1	Rs.1,44,200—2,18,200 at AL-14	UR	Maximum age of 55 years as on 01/09/2026
2	Deputy Controller of Examinations	1	Rs. 78,800-2,11,500 at AL-12	UR	Maximum age of 50 years as on 01/09/2026
3	Deputy Registrar	1	Rs. 78,800-2,11,500 at AL-12	UR	Maximum age of 50 years as on 01/09/2026
4	Finance Officer	1	PB-4 Rs. 30,000-1,10,000+ GP12,700	UR	Maximum age of 50 years as on 01/09/2026

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	Controller of Examinations (UR)	(a) A Master's Degree from a recognised University with at least 55% of marks or an equivalent grade in a point scale or CGPA, wherever the grading system is followed. (b) At least 15 (fifteen) years of experience as an 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 (c) Comparable experience in a research establishment and/or other institutions of higher education. OR (d) 15 (fifteen) years of administrative experience, of which 8 years shall be as Deputy Controller of Examinations or in an equivalent post in a University. Desirable: Conducting or assisting University/College/Institution Examinations and other allied works at the executive level. Experience with different examination systems and having a record justifying entrusting of confidential work. Working knowledge of computers and software, automation of academic administration, ERP (SAMARTH), MOOCs, continuous and comprehensive evaluation system, ABC, etc.	Screening and Interview

2	Deputy Controller of Examinations (UR)	(a) A Master's Degree from a recognised University with at least 55% of marks or an equivalent grade in a point scale or CGPA, wherever the grading system is followed. (b) 9 (nine) years of experience as an Assistant Professor at the Academic Level-10 and above, with experience in Educational Administration; OR (c) Comparable experience in research establishment and/or other institutions of higher education; OR (d) 5 (five) years of administrative experience as Assistant Registrar or in an equivalent post. Desirable: Conducting or assisting University/College/Institution Examinations and other allied works at the executive level, and having a record justifying entrusting of confidential work. Proficiency in the computerisation of Examination Work. Working knowledge of computers and Networking is essential.	Screening and Interview
3	Deputy Registrar (UR)	(a) A Master's Degree from a recognised University with at least 55% of marks or an equivalent grade in a point scale or CGPA, wherever the grading system is followed. (b) At least 09 years of experience as an Assistant Professor at the Academic Level-10 and above, with experience in educational administration. OR (c) Comparable experience in research establishments and/or other Institutions of higher education OR (d) 05 years of administrative experience as Assistant Registrar or in an equivalent post. Desirable: i) A degree in Law/ Management/ Engineering from a recognised University/Institute. ii) Experience of Computer applications/e-office system. iii) Experience in establishment/academic/financial administration in an academic or research organisation.	Screening and Interview

4	Finance Officer (UR)	(a) A Master's Degree from a recognised University with at least 55% of marks or an equivalent grade in a point scale or CGPA, wherever the grading system is followed, along with (b) At least 8 years of experience at a management level in Finance and Accounts in a Government Organisation or Public Sector Undertaking/Research Organisation OR (c) A professional qualification from either ICWAI or ICAI or an MBA in Finance with five years of experience at the management level in Finance and Accounts in a Government Organisation or Public Sector Undertaking/Research Organisation Desirable: (i) Computer literacy to oversee the computerisation of all finance, accounts and stores-related matters with good interpersonal skills. (ii) Preference will be given to a candidate with a commerce or finance background at the post-graduate level and (iii) For candidates who have prior experience working in an educational institute.	Screening and Interview
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All terms and conditions for the appointment of the 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 fulfillment 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, Bongaigaon University, Bongaigaon (Assam), PIN 783380** on or before **20/09/2026**. A soft copy (as a single PDF file) of the same should be sent to registraruniversityofb25@gmail.com

GENERAL INSTRUCTIONS

1. Application form: The prescribed application form is available on the website www.bongaigaonuniversity.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 ₹2,000/- (₹1,000/- for SC/ST candidates) drawn in favour of Registrar, Bongaigaon University payable at Bongaigaon University Fund, State Bank of India, Bongaigaon Branch (SBIN0001684) must reach the office of the Registrar, Bongaigaon University, Bongaigaon – 783380, Assam on or before **20/09/2026**.

- II. Complete applications in the prescribed form along with necessary enclosures must reach **"The Registrar, Bongaigaon University, Bongaigaon (Assam), PIN – 783380** on or before **20/09/2026**. 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. 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. Stringent criteria may be applied while shortlisting the applications. 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.
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.
14. Canvassing in any form will lead to the disqualification of the candidate.
15. 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.**
16. Applicants may attach additional sheet(s) wherever necessary, quoting the serial number.
17. 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.
18. 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.

19. Mere fulfillment 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.
20. 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.
21. 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.

CONDITIONS TO BE FULFILLED AFTER APPOINTMENT:

1. 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.
2. Every candidate appointed to any post under the University shall, before assuming charge of such post, execute an agreement with the University undertaking that he/she shall faithfully and strictly abide by, and be bound by, the provisions of the Act, the Statutes, Ordinances, Rules, Regulations, and such other directions or orders as may be issued by the University from time to time.
3. Every person appointed permanently to a post shall be on probation for a period of one year. Provided that the period of probation may, for good and sufficient reasons, be extended by the Board for a further period.
4. Every person appointed permanently to a post, on satisfactory completion of his / her period of probation, shall be confirmed in the post

Sd/-
(Dr. Dinesh Das)
Registrar
Bongaigaon University
Bongaigaon (Assam)



UNIVERSITY OF BONGAIGAON

(A State University under BU Act 2023 of the Govt. of Assam, Recognised
by UGC Act, 1956 under provision of Section 2(f))

ASSAM ACT NO. LXVI of 2023

Bongaigaon (Assam)

Estd. :: 2023

Website: bongaigaonuniversity.ac.in

Advertisement No. & Date:

Paste here Passport Size Photo

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 in the case father is not known)	
iii	Date of Birth (dd/mm/yyyy)	
iv	Age as on the last date of submission of application (yy/mm/dd)	
v	Nationality	
vi	Sex (Male/Female/Transgender)	
vii	Religion, if any	
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 sending the application	(a) Designation: (b) Date of Joining: (c) Permanent/Temporary: (d) Name and address of the Employer: (e) Basic Pay: Rs. (f) Total Emoluments: Rs.

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:

5. Administrative experiences:

6. Teaching experiences:

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

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

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 conferences/seminars/workshops (give numbers, attach details in a separate sheet):

(i) International: _____ (ii) National: _____ (iii) Other: _____

11. Details of conferences/seminars/ symposia/ workshop/ training courses organized as conveners/organizing secretary:

Sl. No.	Title of the event	Duration (from & to)	Funding Agency	Organized by

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

Sl. No.	Title of the project	Funding agency	Duration of project (from & to)	Total grant (Rupees)

13. Honours/Awards & Fellowships for Outstanding Work:

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

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

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

15. Membership of Professional Bodies:

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16. Any other information which the applicant may like to furnish:

17. Details of Referees (Maximum 2):

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

18. Declaration:

I, hereby declare that all the statements made/particulars furnished in this application are true, complete and correct to the best of my knowledge and belief. I also fully understand that in the event of any information furnished being found false or incorrect; my application/candidature is liable to be summarily rejected at any stage, even after my appointment. The No Objection Certificate from my Employer is also enclosed.

Place:

(Signature of the Applicant)

Date:

19. A Certificate of Character from the Head of the Institution last attended or served should be enclosed.

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
Bongaigaon University and will be released if appointed.

Date:

Place:

Signature:

(Head of the University/ Institute)

Name:

Designation:

Seal: