

No: SASU/CHB/20/2020/103

Date: 11/11/2020

ADVERTISEMENT

Sri Sri Aniruddhadeva Sports University invites applications from eligible candidates for the following posts on purely contractual basis, without any right or likelihood of permanent appointment.

Sl. No.	Name of the post	No. of Post	Essential Qualification	Desirable qualification	Pay	Max. Age
1	Consultant (e-Governance)	1	1. B.E/ B. Tech Degree in computer Science or Master Degree in Computer Applications from a recognized University 2. At least 5 year of experience in e-governance, System analysis and design	1. Experience in e-governance, application software and ICT in reputed organizations/ Govt. organization	Rs 60,000 per month (Fixed)	NA
2	Consultant (Administration)	1	1. Any graduate with at least 45% marks 2. At least 5 year of experience in University/ Colleges/ Organization 3. Experience of working in MS office	1. Knowledge of rules and regulations of university administration 2. Knowledge of Procurement	Rs. 60,000 per month (Fixed)	NA
3	Consultant (Academics)	1	1. Master Degree in any discipline 2. At least 5 year of experience in a University / Organization. 3. Experience of working in MS office	1. Knowledge of academic rules and regulations of university	Rs. 60,000 per month (Fixed)	NA
4	Consultant (Finance)	1	1. Master Degree in Commerce 2. At least 5 year of experience in a University / Organization. 3. Knowledge of Procurement 4. Experience of working in MS office	1. Knowledge of rules and regulations of university finance	Rs. 60,000 per month (Fixed)	NA

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5	Consultant (Security)	1	1. Retired Gazetted Army Official with Graduate Degree	1. Experience of working as security consultant/ officer in reputed organization 2. Experience of working in MS office	Rs. 60,000 per month (Fixed)	NA
6	Senior Assistant	2	1. Graduate in any discipline from recognized University/ Institutions 2. Fluency in Assamese & English 3. Certificate in Stenography with computer knowledge (both Assamese & English) and proficiency in MS Office	1. Experience in working as steno in English minimum for 5 years 2. Experience in office management and handling administration in reputed government organization minimum for 5 years	Rs.39,000/- per month (Fixed)	35 Years
7	Senior Assistant (Administration)	1	1. Graduate in any discipline from recognized University/ Institutions 2. Fluency in Assamese & English 3. Experience in office management and handling administration in reputed government organization 4. Knowledge of procurement as per Assam govt. procedure		Rs.39,000/- per month (Fixed)	35 Years
8	Physiotherapist	1	1. Graduate Degree in physiotherapy from a Govt. recognized institute	1. Experience of working as physiotherapist for 2 years	Rs.39,000/- per month (Fixed)	35 Years

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9	Music Instructor	1	1. Bachelor's Degree in Music or equivalent from a Government recognized university And/Or 2. Vocal Music: Graduate in/with Music and Sangeet Visharad Certificate from any recognized university	1. Ability to sing in English, Hindi & Assamese language is highly desirable 2. Knowledge of computer	Rs.28,000/- per month (Fixed)	NA
10	Content Writer	1	1. Bachelor's degree in English, Journalism, or related field 2. Proficiency in MS Office 3. Experience of working as content writer for 2 years	1. Working knowledge of content management systems 2. Good writing and communication skill in English 3. Reading and Writing proficiency in Assamese	Rs.28,000/- per month (Fixed)	35 Years
11	Store Keeper	1	1. Graduate in any discipline with minimum 45% marks 2. Minimum 2 Years working experience of managing inventory as a store keeper in reputed organization 3. Experience of working in MS office	1. Knowledge of store, preservation, and packaging	Rs.28,000/- per month (Fixed)	35 Years
12	Jr. Technical Assistant (Accounts)	1	1. Graduate with commerce discipline having major with management/Accounts. 2. Knowledge about MS Office & Tally 3. Minimum 2 year of experience in handling Accounts in reputed organization		Rs.28,000/- per month (Fixed)	35 Years
13	Jr. Technical Assistant (Photography)	1	1. 10+2 in Science. 2. Diploma in Photography/Fine Arts or Painting from a recognized institute and having adequate experience in Graphic Designing or drawing developing and slide making	1. Experience of latest technology and computer software packages along with its application and management of photo archive and documentation. 2. Knowledge of Graphic Designing for	Rs.28,000/- per month (Fixed)	35 Years

			3. Must have experience in photography in a reputed Government organization minimum of 5 Years in related field	preparing brochure and formatting books		
14	Jr. Office Assistant (Administration)	1	1. 10 +2 passed or equivalent certificate from any recognized institute 2. Experience of working in MS office 3. Good typing speed	1. Minimum 3 Years working experience in reputed organization. 2. Knowledge of Graphic Designing for preparing brochure and formatting books	Rs.21,000/- per month (Fixed)	35 Years
15	Jr. Office Assistant (Accounts)	1	1. 10 +2 passed or equivalent certificate from any recognized institute. 2. Experience of working in MS office 3. Good typing speed	1. Minimum 3 Years working experience in reputed organization 2. Knowledge of Graphic Designing for preparing brochure and formatting books	Rs.21,000/- per month (Fixed)	35 Years

Notes:

1. The tenure of appointment shall be for a period of eleven (11) months or till further order, whichever is earlier.
2. The eligible candidates may apply for the post on the [prescribed format](#) and send it on the email ID "sasurecruitment@gmail.com" before 28th November 2020, 12 PM.
3. Application through post will not be accepted.
4. The list of shortlisted candidates, time and venue of interview shall be published at the university website may be within a week of closing the application date.
5. Candidates are advised to check the university website regularly for necessary instruction after the closing date of application.
6. No candidates will be informed about the interview personally or through email.
7. The candidate should bring a self-attested copy of their bio-data/resume and photo copies of all supporting documents.
8. The candidate should report at the interview venue at least 30 minutes before the scheduled time.
9. Selection of candidates for different posts shall be subject to verification of the original certificates and documents at the time of joining.

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Registrar
SASU, Chabua