

OFFICE OF THE REGISTRAR
JAGANNATH BAROOAH UNIVERSITY, JORHAT, ASSAM- 785001

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

Ref. No. JBU/Est/New/2025/26

Date:13/04/2026

WALK-IN INTERVIEW NOTICE

A walk-in interview will be conducted for appointment to the post of **Personal Assistant** to the **Hon'ble Vice-Chancellor cum Office Assistant** in the **Office of the Research Advisory Council**, Jagannath Barooah University.

1. Post Details

- Name of the Post: Personal Assistant-cum-Office Assistant
- Nature of Appointment: Purely temporary

2. Educational Qualification

- Bachelor's Degree from a recognized University
- Proficiency in drafting in English and Assamese using Computer
- Minimum 6-month Computer Course Certificate in M.S. Office, if any.

3. Salary: Consolidated salary of ₹15,000/- per month (fixed)

4. Interview Date & Reporting Time: 20th April 2026, 10:30 a.m.

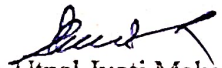
5. Selection Procedure: Computer Proficiency Test followed by Personal Interview

6. Venue: Seminar Hall, Jagannath Barooah University

7. Important Instructions

- a) Candidates must report within the specified time with all original certificates and testimonials.
- b) No prior application is required.
- c) Candidates must deposit **₹100/- (Rupees One Hundred only)** at the University Cash Counter on the day of the interview. The payment receipt must be produced at the time of reporting.
- d) The appointment is purely temporary and does not confer any right to claim permanent appointment in the future. The University reserves the right to terminate the appointment at any time without assigning any reason or prior notice.

Registrar


(Dr. Utpal Jyoti Mahanta)
Jagannath Barooah University,
Registrar
Jagannath Barooah University
Jorhat, Assam, India

Memo No. JBU/Est/New/2025/26-A,

Date:13/04/2026

Copy to:

1. Hon'ble Vice Chancellor for his kind information.
2. Website Coordinator, Jagannath Barooah University for publishing on the University's website.
3. Office file.

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(Dr. Utpal Jyoti Mahanta)
Registrar,
Jagannath Barooah University
Jorhat, Assam, India.