



শিৱসাগৰ বিশ্ববিদ্যালয়

SIBSAGAR UNIVERSITY

NAAC accredited with 'A' Grade

No.: SU/F&AO/GIA-Recruit-Advt/14/2026/30

Date: 09-09-2026

Advertisement

Applications are invited from intending eligible candidates (Indian Citizen) for the posts of **Controller of Examinations, Deputy Registrar and Deputy Controller of Examinations** in Sibsagar University. Detailed advertisement and the prescribed application form are available on the University website: www.sibsagaruniversity.ac.in. The completed application form and necessary enclosures, along with a **non-refundable Demand Draft of ₹2,000/- (₹1,000/- for SC/ST candidates)** drawn in favour of **Sibsagar University General Fund**, payable at **Sibsagar**, must reach to The Registrar, Sibsagar University, Joysagar, Sivasagar-785665, Assam **on or before 30th September 2026**. The envelope should be clearly superscribed as “**APPLICATION FOR THE POST OF.....**”. The Sibsagar University will not be responsible for any postal/ courier delay.

Sl. No	Name of the Posts	No. of Posts	Pay Level	Age
1	Controller of Examinations	1 (UR)	Rs. 1,44,200/- — 2,18,200/- at (AL-14)	Maximum age of 55 years as on 01-01-2026.

Term of Appointment: full term basis

Essential Qualifications as per UGC Guidelines:

- A Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed.
- At least 15 (fifteen) 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 Professor/ Associate Professor along with experience in educational administration at the time of application.
Or
- Comparable experience in research establishment and/or other institutions of higher education
Or
- 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 executive level and having record justifying entrusting of confidential work. Working knowledge of Computer and software etc.



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2026

Sl. No	Name of the Posts	No. of Posts	Pay Level	Age
2	Deputy Registrar	1 (UR)	Rs. 78,800/- — 2,11,500/- at (AL-12)	Maximum age of 55 years as on 01-01-2026.

Term of appointment: Five (5) years or until the date of superannuation, whichever is earlier.
Essential Qualifications as per UGC Guidelines:

- (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) 09 years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration.
OR
- (iii) Comparable experience in research establishments and/ or other Institutions of higher education
OR
- (iv) 05 years of administrative experience as Assistant Registrar or in equivalent post.

Desirable:

- i) Working knowledge of Computer and softwares etc.
- ii) Experience in establishment/academic/financial administration in University or research organization.

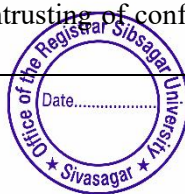
Sl. No	Name of the Posts	No. of Posts	Pay Level	Age
3	Deputy Controller of Examinations	1 (UR)	Rs. 78,800/- — 2,11,500/- at (AL-12)	Maximum age of 55 years as on 01-01-2026.

Term of appointment: Five (5) years or until the date of superannuation, whichever is earlier.

Essential Qualifications as per UGC Guidelines:

- (i) Master's degree in any subject with at least 55% of marks or its equivalent grade in a point scale wherever grading system is followed;
- (ii) 09 (nine) years of experience as Assistant Professor in the Academic Level-10 and above with experience in Educational Administration at the time of application.
or
- (iii) Comparable experience in research establishment and / or other institutions of higher education;
or
- (iv) 05 (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 executive level and having record justifying entrusting of confidential work. Working knowledge of Computer and software.



All terms and conditions for the appointment of the Controller of Examinations, Deputy Registrar, and Deputy Controller of Examinations shall be in accordance with the provisions of the Act, Statutes, Ordinances and Rules & Regulations of the Sibsagar University and the UGC Guidelines as applicable to the State Universities of the Government of Assam. 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 University may reject any/ all applications at any time or stage of the recruitment process.

Four sets of hard copy of the filled in type-written application along with the supporting documents duly signed by the candidate should reach The Registrar, Sibsagar University, Joysagar, Sibsagar- 785665, Assam on or before 30th September, 2026.

GENERAL INSTRUCTIONS

Applicants are requested to go through the terms and conditions as noted below and submit their applications only after accepting these terms and conditions.

1. Applications must be typed. Hand written applications will not be accepted, except the signature.
2. Application fee is Non-refundable.
3. Applicants are to submit along with their applications the self-attested copies of all certificates/documents/testimonials in support of their age, educational & other qualifications, experience etc.
4. In-service persons must submit their applications through proper channel and submit a “**No Objection Certificate**” from the appointing authority along with the application, or, on the day of interview, failing to produce the same shall lead to debar the concerned candidate from appearing the interview.
5. Application(s) received after the last date as mentioned in the advertisement shall be summarily rejected. The University shall not be held responsible for any postal/ courier delay in receiving the application.
6. All applications irrespective of any category shall be scrutinized by a Screening Committee. If found incorrect or deficient in any form in providing any information required such applications shall be outrightly rejected.
7. Applications incomplete in any form shall be summarily rejected.
8. No TA/DA is admissible to the applicants for appearing interview/written test etc.
9. Canvassing in any form will lead to disqualification of the candidature. No impersonation will be tolerated; such cases will be dealt with as per law.
10. Appointment shall remain purely temporary in nature initially until they are confirmed after a minimum of one year's probation period, which may be extended if necessary, or as decided by the competent authority.
11. A candidate selected for a post must be medically fit, both 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 candidate who is appointed to a post before he/she is allowed to join. If necessary, the university may appoint its own doctor to check the credentials.
12. A certificate about good conduct from the Head of the Institution last attended or served (if not an employee of this University), should be submitted.
13. The University reserves the right to withdraw the advertised posts 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(s) and its decision in this regard shall be final and binding on all concerned.



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09/09
2026

SIBSAGAR UNIVERSITY
P.O: Joysagar, Sivasagar, 785665 Assam

Paste your
recent colored
passport size
photograph

Advertisement No. & Date:

Name of the post applied for:

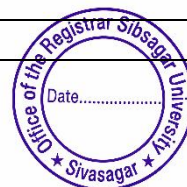
Details of application fee paid

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	
iii	Date of birth (dd/mm/yyyy)	
iv	Age as on 01/01/2026	
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.



09/09
2026

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:

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5. Administrative experiences:

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6. Teaching experiences:

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

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

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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: _____



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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:

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17. Details of Referees:

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 :
Date :

(Signature of the Applicant)



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2016

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

20. List of enclosures:

Sl, No.	Particulars	Details
1	HSLC Certificate	
2	HSLC Marksheet	
3	HS Certificate	
4	HS Marksheet	
5	Bachelor Degree Certificate	
6	Bachelor Degree Marksheet	
7	Master Degree Certificate	
8	Master Degree Marksheet	
9	PhD Certificate (if any)	
10	Any other Academic Certificate	
11	Computer Certificate (if any)	
12	All Experience Certificates	
13	Documents relating to Desirable clause (if any)	



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2016

(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/Centreof this University/ Institute applied for the post of Controller of Examinations/ Deputy Registrar/ Deputy Controller of Examinations in Sibsagar University and will be released if appointed.

Date:

Place:

Designation: Seal:

Signature:

(Head of the University/ Institute)

Name:



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09/09
2016