



**DIBRUGARH UNIVERSITY**  
DIBRUGARH – 786 004  
ASSAM

**(A) Points to be noted by the applicants**

1. The applicant must be a citizen of India.
2. He / She must be medically fit both in mind and in body – a certificate duly signed by the District Medical Officer, Dibrugarh District or any competent Registered Medical Officer, approved by the Vice-Chancellor, shall have to be produced by any person who has been appointed before he / she is allowed to join. Provided that in the case of a person already in service of the Dibrugarh University, such a Medical Certificate shall not be required.
3. 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 service of the University.
4. The candidate must possess the minimum qualifications for the post.
5. Applicants must fill-in all the parts (Part-A, Part-B, *as the case may be*) of the application form. Incomplete application and application not in the prescribed form and application without photocopies of certificates / mark sheets, proof of date of birth, caste certificate, etc. will be rejected. A list of enclosures must be furnished as provided in the application form.
6. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication.
7. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
8. Applicants willing to apply for more than one post must send separate application forms for each post(s) along with separate application fee.
9. Application(s) received after the last date as mentioned in the advertisement shall be summarily rejected.

**(B) Conditions to be fulfilled after appointment:**

1. A person appointed to the post 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 the 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 and the Ordinances. An appointee shall also undertake in the agreement to submit to the Vice-Chancellor a self-appraisal report of his / her performance annually.
3. Every person appointed permanently to the post of 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 Executive Council for another period not exceeding one year.
4. Every person appointed permanently to the post, on satisfactory completion of his / her period of probation, shall be confirmed in the post unless he / she is considered unfit for confirmation.
5. The person, after joining the post will be subjected to the provisions of the Dibrugarh University relevant Service Conditions Ordinance.



**PART-A**

**(BRIEF PARTICULARS OF APPLICANT)**

	<p><b>DIBRUGARH UNIVERSITY</b>  <b>DIBRUGARH – 786 004 :: ASSAM</b>                  ☎ : 0373-2370231</p> <p><b>APPLICATION PRO-FORMA FOR DIRECTOR(CDOE)</b></p> <p><i>(Please read carefully the general conditions / instructions given below before filling in the form)</i></p>	<p><i>Applicants must paste here a recent passport size photograph</i></p>
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<p><b>To be returned to:</b>                  The Registrar                  Dibrugarh University                  Dibrugarh,                  Dibrugarh – 786 004, Assam.</p>	<p><b>Details of application fee :</b></p> <p>1. Name of the bank: .....</p> <p>2. Demand Draft/Bankers' Cheque No. ....                  Date .....</p> <p>3. Amount: Rs. 2,000/- (Rupees Two thousand) only</p>
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1. (a) Advertisement No. & Date: \_\_\_\_\_  
 (b) Name of the Post applied for : \_\_\_\_\_  
 (c) Field of specialization opted for out of those specified in the advertisement (if applicable): \_\_\_\_\_
2. Name of the Applicant: (in CAPITAL letters) \_\_\_\_\_
3. Father's / Spouse's Name: \_\_\_\_\_
4. (a) Marital Status:  (b) Gender:  (c) Blood Group
5. (a) Correspondence address (in CAPITAL letters): \_\_\_\_\_ (b) Permanent address (in CAPITAL letters): \_\_\_\_\_

(c)Phone No.	Land line (with STD)		(d) e-mail:	
	Mobile			

6. Date of Birth (as per Christian era):  

Day			Month			Year			
7. Age on the last date of receipt of application as stated in the advertisement:  

Years		Month(s)		Day(s)	
8. Are you a citizen of India? Write YES or NO
9. (a) Do you belong to Scheduled Caste / Scheduled Tribe / Other Backward Classes / Persons with Disability / Ex-serviceman?  
*Write SC/ST/OBC/PWD/Ex-serviceman as the case may be:*  

SC	ST	OBC	PWD	Ex-Serviceman

 (b) If none, write NONE in the box:  

  
 (c) If you belong to PWD (Persons with Disability), then state the nature of disability as OH (Orthopedically Handicapped), VH (Visually Handicapped) or HH (Hearing handicapped):  

	OH	VH	HH
10. Religion: \_\_\_\_\_
11. If appointed, what notice / how much time would you require for joining the post?

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

**Date:** \_\_\_\_\_ **Signature of the applicant**  
**Place:** \_\_\_\_\_ **Name in full:** .....

(Applicants must also fill in the PART-B of the Application Form)

**PART-B**

1. Give particulars of all examinations passed, all degrees and technical qualifications obtained at a University or higher technical institutions of learning, commencing with High School Leaving (10<sup>th</sup> standard) / Matriculation examination. Please attach photocopies of certificates and mark sheets.

Sl. No.	School / College / Institute	Name of the Board / University / Institution	Degree / Diploma passed / obtained	Distinction / Class / Division	Subject (mention field of specialisation / major, if any)	% of Marks obtained	Date of passing



2. Particulars of GATE, UGC/CSIR NET/SET/Ph.D. (under new regulations of UGC) clearance.

Name of the Test	Year	Roll No.	Subject

3. Details of employment, if any (give here particulars of your past and present employment in chronological order starting with present employment):

Sl. No.	Organization / Institution	Position held	Nature of duties / work	Date of joining	Date of leaving	Length of service	Pay scale	Additional remarks about experience, if any*

\* Specify if the position is (i) Pre-Ph.D. (ii) Post-Ph.D. (iii) Concurrently in Ph.D.

<p>4. Details of enclosures sent with this application form:</p> <table><tr><td>i)</td><td>ii)</td></tr><tr><td>iii)</td><td>iv)</td></tr><tr><td>v)</td><td>vi)</td></tr><tr><td>vii)</td><td>viii)</td></tr><tr><td>ix)</td><td>x)</td></tr><tr><td>xi)</td><td>xii)</td></tr><tr><td>xiii)</td><td>xiv)</td></tr></table>	i)	ii)	iii)	iv)	v)	vi)	vii)	viii)	ix)	x)	xi)	xii)	xiii)	xiv)
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<p>5. <b>Declaration:</b></p> <p>I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.</p> <p><b>Date:</b> _____ <b>Signature of the applicant</b></p> <p><b>Place:</b> _____ <b>Name in full:</b> .....</p>														
<p>6. <b>Forwarding note of the Employer:</b></p> <p>Certified that ..... has been an employee of ..... (name of the organization) since ..... (date) and at present working as ..... Information given by the employee in Part-A, Part-B, and Annexure –II is correct to best of my knowledge.</p> <p>This organization has no objection to his / her applying for the position of ..... at Dibrugarh University.</p> <p><b>Memo No.</b> _____ <b>Signature:</b> _____</p> <p><b>Date:</b> _____ <b>Designation:</b> _____</p> <p><b>Place:</b> _____ <b>Name of the organization</b> _____</p>														