



OFFICE OF THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH , 786004, Assam

No. DU/EST-B/III/SC/556/1996/5470

Date: 05/05/2021

Advertisement No. : DU/EST-B.4/2021

Applications in the prescribed format of the University are invited from the intending qualified and competent candidates for the posts of **Front Desk Manager [Contractual]** and **Front Desk Executive [Contractual]**, Vishranta- The Guest House, Dibrugarh University which shall have to reach the undersigned on or before 28/05/2021.

A]

1. Name of the post :- **Front Desk Manager (Contractual)**, Vishranta – The Guest House, D.U.
2. No. of the post :- 01 (One)
3. Essential Qualification(S):- Bachelor Degree in Hotel Management/ HR
4. Desirable :-
 - A) Pleasing personality and good communication and public relation skills.
 - B) Proficiency in Computer Application.
 - C) Housekeeping experience in Guest Houses or Hotels.
5. Salary :- Consolidated fixed pay of Rs. 16,000/- (Rupees Sixteen Thousand only)

B]

1. Name of the post :- **Front Desk Executive (Contractual)**, Vishranta – The Guest House, D.U.
2. No. of the post :- 01 (One)
3. Essential Qualification(S):- Bachelor Degree in Hotel Management **OR** Diploma holder in Hotel Management with 3 years working experience
4. Desirable :-
 - A) Pleasing personality and good communication and public relation skills.
 - B) Proficiency in Computer Application.
 - C) Housekeeping experience in Guest Houses or Hotels.
5. Salary :- Consolidated fixed pay of Rs. 15,000/- (Rupees Fifteen Thousand only)

General Instructions to the Candidates for above posts:

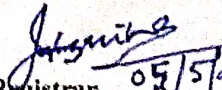
Eligibility Criteria :-

- i) The candidate must be a permanent resident of Assam and must produce a valid proof of residency issued by the competent authority along with the application form.
- ii) Age relaxation as per latest Assam Govt. rules.

The prescribed form for the above post can be downloaded from the Dibrugarh University website www.dibru.ac.in. The application form must be submitted to the Registrar, D.U. along with all the necessary testimonials and Money Receipt/Demand Draft of Rs.100/- (Rupees One Hundred) only, drawn in favour of the Registrar, Dibrugarh University payable at Punjab National Bank, Dibrugarh University Branch, (Code 994000), Dibrugarh.

N.B. :


- i) The appointment will be purely on temporary basis and terminable at any time without assigning any reason thereof.
- ii) No TA/DA will be admissible for appearing in the interview.


Registrar 05/5/2021
Dibrugarh University
Dibrugarh

[P.T.O.]

Copy to:-

1. The Hon'ble Vice-Chancellor, Dibrugarh University, for favour of information.
2. The Joint Registrar (Admin) / Deputy Registrar (F&A) / Sr. Assistant Registrar (Admin) Dibrugarh University for information.
3. In-charge, Viharanta - The Guest House, Dibrugarh University.
4. The Advertising Manager, The Assam Tribune with a request to publish the advertisement in their daily newspaper on 05/08/2021.
5. The Programmer, Dibrugarh University, to upload the advertisement in the Dibrugarh University website.
6. Notice Board of the University.
7. Office File.


Registrar
Dibrugarh University
Dibrugarh