



**OFFICE OF THE REGISTRAR
DIBRUGARH UNIVERSITY**
Dibrugarh – 786 004, Assam

No. DU/EST-B/SC/III/556/1996/1903/2567

Dated: 06/11/2024

Advertisement No. : DU/EST-B. 5 / 2024

Applications in the prescribed format of the University are invited from the intending qualified and competent candidates for the post of **Residential Lady Matron (on contract basis)** for the Dibrugarh University Girls' Hostel and the International Hostel as detailed below, which shall have to reach the undersigned on or before **22/11/2024**:

Post No [1]:

- i) **Name of the Post** : **Residential Lady Matron (on contract basis),
Girls' Hostels of Dibrugarh University**
- ii) **No. of post** : 01 (one) [OBC/MOBC]
- iii) **Minimum Qualification:** **12th passed in any discipline**
- iv) **Desirable** : Having experience in management of Hostels/ any other residential academic organization with excellent administrative capabilities, having good communication skills and pleasing personality with good leadership quality.
- v) **Salary** : Consolidated fixed pay of **Rs.12,730/-** (Rupees Twelve Thousand Seven Hundred and Thirty) only per month

Post No [2]:

- i) **Name of the Post** : **Residential Lady Matron (on contract basis),
International Hostel, Dibrugarh University**
- ii) **No. of post** : 01 (One) [Unreserved]
- iii) **Minimum Qualification:** a) **12th passed in any discipline**
b) **Must be able to communicate in English Language.**
- iv) **Desirable** :
(i) Having experience in management of Hostels/ any other residential academic organization with excellent administrative capabilities, having good communication skills and pleasing personality with good leadership quality.
(ii) The applicant should have knowledge in any other language in addition to English.
(iii) The applicant should have the ability to deal with international students.
- v) **Salary** : Consolidated fixed pay of **Rs.12,730/-** (Rupees Twelve Thousand Seven Hundred and Thirty) only per month

Note:-

- a) The candidate should be ready to stay in the allotted hostel premises and also attend any emergency condition of the boarders, if selected.
- b) 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.
- c) Age limit and age relaxation as per latest Assam Govt. rules.
- d) No TA/DA will be admissible for appearing in the interview.

The prescribed form for the above posts can be downloaded from the Dibrugarh University website www.dibru.ac.in. The application form must be submitted to the Registrar, Dibrugarh University along with all the necessary testimonials (self-attested) 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.

Sd/-
Registrar
Dibrugarh University
Dibrugarh

Memo No. DU/EST-B/SC/III/556/1996/1903/2568-76

Date: **06/11/2024**

Copy to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University, for favour of information.
2. The Warden, International Hostel, D.U. for favour of kind information.
3. The Chief Warden, D.U. Hostels, for favour of kind information.
4. The Deputy Registrar (Admn.) i/c/Assistant Registrar (Admn.)/Assistant Registrar (F&A), D.U. for information.
5. The Sr. Statistician, D.U., for favour of information.
6. The Advertising Manager, The Assam Tribune with a request to publish the advertisement in their daily newspaper on **07/11/2024**.
7. The Programmer, Dibrugarh University, to upload the advertisement in the Dibrugarh University website.
8. Notice Board of the University.
9. Office File.

Sd/-
Registrar
Dibrugarh University
Dibrugarh