

**OFFICE OF THE REGISTRAR**



**মহাপুৰুষ শ্ৰীমন্ত শঙ্কৰদেৱ বিশ্ববিদ্যালয়**  
**MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA**

[Recognised Under Section 2(f) of UGC Act, 1956]

Srimanta Sankaradeva Sangha Complex, Haladhar Bhuyan Path,  
Kalongpar, Nagaon, PIN-782001, Assam, India

Ref. No. : MSSV/R/57/2015/ 33878

Date: 10-07-2026

**RECRUITMENT: ADVERTISEMENT NO. : 04/26**

Applications in prescribed form are invited from the citizen of India for the filling up of the following non-teaching posts of Mahapurusha Srimanta Sankaradeva Viswavidyalaya (MSSV), Nagaon, Assam:

Sl. No.	Name of post	No. of vacant post	Scale of Pay	Qualifications
1.	Assistant Registrar	1	As per the MSSV Pay Matrix	<b>Essential Qualifications:</b> a) A Master's Degree with minimum 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed). <b>Desirable</b> (i) At least 5 years of service in Govt. / Private University/Research Institute/College/Autonomous Body. (ii) Administrative Experience in facility and campus management. (iii) Proficiency in Computer works, computerization of office works, Academic/ Administrative and Examination works. <b>Age:</b> Not exceeding 45 years.

**General Terms and Conditions:**

MSSV shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:

- withdraw the advertised post at any time without assigning any reason;
  - Shortlisting of limited number of candidates for interview will be on the recommendation of the Screening Committee;
  - mere fulfillment of minimum criteria will NOT entitle a candidate to be called for the test/interview;
  - any candidate who attempts to lobby or canvass to influence the selection process will be disqualified;
  - modify/cancel/withdraw any communication made to the candidate(s), even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process which may have been detected at different stage;
  - calculate the age on the last date of submission of the application form;
  - any legal dispute is subject to Nagaon District Jurisdiction only.
- Persons who are currently employed must submit a "No Objection Certificate" from their current employer along with their application, without which the application will not be considered further. All degrees of candidates must be from recognized Boards/Councils and Universities/Institutions as the case may be.
  - The Hon'ble Vice-Chancellor may relax any requirements of experience and age for exceptional candidates, especially for those from reputed educational/research Institution/ Industry and having good service record.

**APPLICATION PROCEDURE**

- Application form:** Prescribe application form (pdf/word) may be downloaded from the University website i.e., [www.mssv.ac.in](http://www.mssv.ac.in).

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2. **Application Fees and Last Date** Candidate are required to pay an amount of Rs. 2,000.00 (Rupees two thousand) only by demand draft in favour of "REGISTRAR, MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA" payable at "State Bank of India, Nagaon Main Branch (IFSC: SBIN000146)" or Cash at Accounts Branch of the University as an application fees for the post.
3. **Soft copy (PDF) of the filled in application form along with supporting documents as per template (Single file) is to be submitted via email to: [mssvrecruit@gmail.com](mailto:mssvrecruit@gmail.com) latest by 25<sup>th</sup> July, 2026 and the hard copy of the same (Completed application) in prescribed form along with necessary enclosures must reach "THE REGISTRAR, MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA, H.B. PATH, KOLONGPAR, NAGAON – 782001" latest by 30<sup>th</sup> July, 2026.**
4. The envelop should be clearly mentioned with "Applied for the Post of ----- with Adv. No. and Sl. No. of Post applied".
5. Only Online submission without hard copy of application form shall be rejected.
6. The University shall process the applications entirely on the basis of information/documents supplied by the candidates. In case the information/documents is /are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate, and the application could be summarily rejected without any refund of fees.
7. The University will verify the documents of the candidates at the time of interview and also at the time of appointment or during the tenure of service. If at any time it is detected that the documents submitted by a candidate are false or the candidate has suppressed relevant information, then he/she will be denied the opportunity to go through the selection process or, if in service, terminated from service without prejudice to any other action taken by the University.
8. The decision of the University authorities during the different stages of the selection process will be final and binding.
9. All selected candidates, will be on probation for two years; their performance will be reviewed before the probationary period is over, after which they could be regularised, terminated or their probationary period extended, if found necessary.



Registrar,  
MSSV, Nagaon

Date: 10-07-2026

Memo. No. : MSSV/RJ/57/2015/ 33899-905

Copy to:

1. The Secretary to the Hon'ble Vice-Chancellor.
2. The Coordinator for favour of information.
3. The Managing Trustee, SSESED Trust for information and necessary action.
4. The Deputy Registrar (Academic) for information and necessary action.
5. Dr. Surajit Nath, Assistant Registrar for information and with a request to upload it in the University Website [www.mssv.ac.in](http://www.mssv.ac.in)
6. The Assistant Registrar (Finance) for information and necessary action.
7. Notice Board of the University.
8. Office File.



Registrar,  
MSSV, Nagaon