



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES
(A State University of the Govt. of Assam)
NARAKASUR HILLTOP, BHANGAGARH, GUWAHATI-781032, ASSAM
Phone: 09531462050(O) E-mail: ssuhs_assam@yahoo.in Website: www.ssuhs.in

No: SSUHS/190/2019/ ২০৭৭

Dated: 27-04-2020

Advertisement

Applications are invited for the posts of Registrar, Registrar (Academic), Controller of Examinations and Finance & Accounts Officer of Srimanta Sankaradeva University of Health Sciences from candidates who are Indian nationals and fulfil the eligibility criteria as provided in the detailed advertisement available in the University website www.ssuhs.in. The term of the posts shall be for a period of 5(five) years. The filled in application form along with a Demand Draft of Rs.1000/- (Rupees one thousand) only, as non-refundable application fee drawn in favour of "Srimanta Sankaradeva University of Health Sciences" payable at SBI, GMC Branch, Guwahati should reach to the Member Secretary, Selection Committee, Srimanta Sankaradeva University of Health Sciences, 2nd Floor, Gauhati Medical College Building, Narakasur Hilltop, Bhangagarh, Guwahati-781032, Assam on or before 45 days from the date of publication of this advertisement. Those in employment must submit a No Objection Certificate from the present employer along with the application.

Candidates selected for interview will have to appear before the Selection Committee at their own cost, when called for.

Vice Chancellor,
Srimanta Sankaradeva University of
Health Sciences

Memo No. SSUHS/190/2019/ ২০৭৮ - ৪০

Dated: 27-04-2020

Copy to:

1. The Director of Information and Public Relations, Assam, Dispur, Guwahati-781006. He is requested to arrange for publication of the above Advertisement in one leading English Daily and one Assamese Daily Newspaper.
2. University Website/ Notice Board.
3. Office File.

Deputy Registrar,
Srimanta Sankaradeva University of
Health Sciences



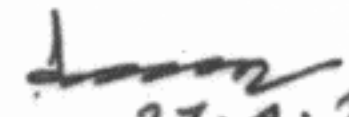
Srimanta Sankaradeva University of Health Sciences
Narakasur Hilltop, Bhangagarh, Guwahati, Assam.

Advertisement

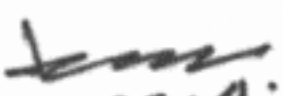
Dated:

Applications are invited from the citizen of India as mentioned in Article 5 to 8 of the Constitution of India for the following posts as per the eligibility criteria as provided in the advertisement.

Sl. No.	Name of the Post	Number of posts, Qualification and Pay Scale
1.	Registrar of SSUHS, Guwahati	<p>The appointment to the post will be made for a period of 5(five) years or up to the age of 65 (sixty five) years, whichever is earlier.</p> <p>Number of Posts : 1 (one), UR</p> <p>Pay Scale: Pay Band of Rs.1,44,200/- to Rs. 2,18,200/- + other allowances as admissible as per rules (Academic level-14).</p> <p>A. Essential Qualifications:</p> <ul style="list-style-type: none">i) A Post Graduate degree from a recognized Universityii) At least 3 years experience as Professor of Modern Medicine (Allopathy)iii) Five research papers published in indexed journals as first or corresponding author, out of which three papers should have been published in the last five years.iv) Administrative experience as Head of Unit/ Head of Department /otherv) Functional computer literacy. <p>B. Age :</p> <ul style="list-style-type: none">i) Should not be more than 62 (sixty-two) yearsii) And not less than 45 (forty-five) years, as on 1st January, 2020
2.	Controller of Examinations, SSUHS, Guwahati	<p>The appointment to the post will be made for a period of 5(five) years or up to the age of 65 (sixty five) years, whichever is earlier.</p> <p>Number of Post : 1 (one) ,UR</p> <p>Pay Scale: Pay Band of Rs.1,44,200/- to Rs.2,18,200/-+ other allowances as admissible as per rules (Academic level-14).</p> <p>A. Essential Qualifications:</p> <ul style="list-style-type: none">i) A Post Graduate degree from a recognized Universityii) At least 3 years experience as Professor of Modern Medicine (Allopathy)iii) Three research papers published in indexed journals as first or corresponding author, published in last five years.iv) Functional computer literacy <p>B. Desirable:</p> <ul style="list-style-type: none">v) Administrative experience as Head of Unit/ Head of Department /othervi) Experience in Examination Systemvii) Experience of confidential work. <p>C. Age :</p> <ul style="list-style-type: none">i) Should not be more than 62 (sixty-two) yearsii) And not less than 45 (forty-five) years, as on 1st January, 2020.


27.4.2020

3.	Registrar (Academic), SSUHS, Guwahati	<p>The appointment to the post will be made for a period of 5(five) years or upto the age of 65 (sixty five) years, whichever is earlier.</p> <p>Number of Posts : 1 (one) UR</p> <p>Pay Scale: Pay Band of Rs. 1, 44,200/- to Rs. 2, 18,200/- + other allowances as admissible as per rules.</p> <p>A. Essential Qualifications:</p> <ul style="list-style-type: none"> i) A Post Graduate degree from a recognized University ii) At least 3 years experience as Professor of any Faculty of Health Sciences iii) A Ph. D. degree from recognized University iv) Five research papers published in indexed journals as first or corresponding author, out of which three papers should have been published in last five years v) Functional computer literacy. <p>B. Desirable:</p> <ul style="list-style-type: none"> i) Administrative experience as Head of Unit/ Head of Department /other establishment ii) Experience in Academic administration. <p>C. Age :</p> <ul style="list-style-type: none"> i) Should not be more than 62 (sixty-two) years ii) And not less than 45 (forty-five) years, as on 1st January, 2020
4.	Finance & Accounts Officer (FAO), SSUHS, Guwahati	<p>The appointment to the post will be made for a period of 5(five) years or upto the age of 62 (sixty two) whichever is earlier.</p> <p>Number of Posts : 1 (one) UR</p> <p>Pay Scale: Pay Band of Rs.30,000/- to Rs.1,10,000/- + GP Rs. 12,700/- and other allowances as admissible as per rules.</p> <p>A. Essential Qualifications:</p> <ul style="list-style-type: none"> i. Master degree in Commerce with at least 55% marks or its equivalent grade or CA/MBA in Finance, with 5 years work experience in Accounts in reputed organization. Or Nine years of experience as Assistant Professor and above, with experience in Educational Administration Or At least five years experience as Assistant Registrar (Finance and Accounts) or in Accounts/Finance/Audit Branch in University/Higher Education Institution or in an equivalent position in Central Govt./State Govt./Public Sector Undertaking/University/College/Institution. ii. Functional computer literacy including computer knowledge in Accounting Software (Tally), MS Office, Power Point, Page Maker etc. iii. Knowledge of Govt. Rules/Accounting/Auditing/Budgeting/Store Accounting etc. and Regulations of State Universities relating to Accounts/Audit, Service Conditions and related financial matters including GST/TDS return filing etc. <p>B. Desirable:</p> <p>C.</p> <ul style="list-style-type: none"> i. Experience of working in state funded University. <p>D. Age :</p> <ul style="list-style-type: none"> i) Should not be more than 59 (fifty nine) years ii) Should not be less than 45 (forty five) years as on 1st January 2020. <p><u>OR</u></p> <p>The appointment to the post will be made on contractual basis for a period of 5(five) years or upto the age of 65 (sixtyfive) years whichever is earlier.</p> <p>Number of Posts : 1 (one)</p> <p>Salary: Last salary drawn minus pension as per Assam Govt. rules.</p>


27.4.2020

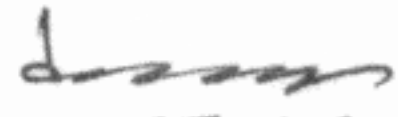
		<p>A. Essential Qualifications:</p> <p>i) Retired person from Assam Finance Service Or Retired person from Office of the Accountant General, Govt. of India, not below the rank of Accounts/Audit Officer.</p> <p>ii) & iii) Same as above for FAO</p> <p>B. Desirable:</p> <p>ii. Experience of working in state funded University.</p> <p>C. Age :</p> <p>i. Should not be more than 62 (sixty two) years as on 1st January, 2020</p>
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Prescribed application form is available in the website: www.ssuhs.in. The candidate may download the application form from the website, and send one hard copy. Application in any other form will not be accepted. A soft copy of the duly filled in application form should also to be sent to University e-mail: ssuhs_assam@yahoo.in

The application must be submitted in a sealed cover marked "APPLICATION FOR THE POST OF....." addressed to the Member Secretary, Selection Committee, Srimanta Sankaradeva University of Health Sciences, 2nd Floor, Gauhati Medical College Building, Narakasur Hilltop, Bhangagarh, Guwahati- 781032, Assam on or before 45 days from the date of publication of this advertisement. Those in employment must submit a "No Objection Certificate" from the employer along with the application.

Incomplete Applications and Applications received after the last date shall be summarily rejected. Applications must accompanied by a non-refundable application fee of Rs. 1000/- (Rupees one thousand) only in the form of Demand Draft drawn in favour of "Srimanta Sankaradeva University of Health Sciences", payable at SBI, GMC Branch, Guwahati.

Candidates selected for interview will have to appear before the Selection Committee at their own cost, when called for.


27.04.2020

Member Secretary of Selection Committee,
Srimanta Sankaradeva University of Health Sciences

Format of Application for the post of Registrar/Registrar (Academic)/Controller of Examinations/FAO of Srimanta Sankaradeva University of Health Sciences, Assam

Affix the
latest
passport
size Photo

(Applicant is requested to type the information in the following format and can add more lines in the format wherever required.)

1. General information of applicant

Name (In capital letters)	
Date of Birth (Day/Month/Year)	
Correspondent Address	
Phone No.	Mobile No: Landline No:
E-mail	

2. Present Position

a.	Designation	
b.	Organization	
c.	Pay Scale	
d.	Date of appointment to the present post	
e.	Total Experience (In Years and Months)	

3. Details of experience possessed as per eligibility criteria:

S. No.	Post held	Pay Scale	Organization	Nature of duties	Experience (In Years and Months)

4. Educational Qualification (In chronological from latest to Graduation level)

S. No.	Qualification	University	Year	Subject(s)/ Topic(s)	Percentage Achieved	Distinctions etc.

5. Administrative Experience/post(s) responsibilities held

S. No.	Post	Organization/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	
1.	Head of the Department				
2.	Chairman, Board of Studies				
3.	Member, Board of Studies				
4.	Dean of Faculty				
5.	Member of Executive Council				
6.	Member of Academic Council				
6.	Member of Professional/Academic Bodies				
7.	Others (Specify)				

6. (a) Academic/Teaching Experience & responsibilities (In chronological order at least to oldest)

S. No.	Post	Organization/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	

(b) Participation and contribution in relevant areas in medical education

	Organization	Area of specialisation
Visiting Professor		
Resource Person		
Other (Specify)		

(c) Involvement with formulation of academic programmes;

S. No.	Nomenclature of innovative Academic Programmes formulated	Date of approval by Academic Council	Year of Introduction

(d) Important MoUs formulated for academic collaborations:

Sl. No.	MoUs formulated	Name of Agencies/Departments involved	Year of MoU

(e) Position of Chairs:

S. No.	Name of Chair	Name of Agencies/Departments involved	Period of holding the Chair

7. International academic Exposure, if any

Sl. No.	Post/ Assignment	Organization / University	Area of Assignment	Duration		
				From	To	(In Years & Months)

8. Scholarly achievements:

A. Contribution to Journals and Books:

	Details
Books authored	
Editor in Chief	
Editorships	
Peer reviewer for	
Member of the International Advisory Board	
Others(specify	

B. Publication:

B.I Kindly provide list of scholarly publications in recognised professional and/or academic journals:

Total Publications:.....

S. No.	Date	Title	Name of journal	Refereed journal or not	Number of Citations (where possible)

B.II List of articles in popular magazines or newspapers

Total Articles:.....

S. No.	Date	Title	Name of Magazine/Newspaper

C. Participation and scholarly presentation in conferences:

C.I. National

S. No.	Date	Title of Conference or Institution	Title/Subject of Presentation (if made)

C.II International

Sl. No.	Date	Title of Conference or Institution	Title/Subject of Presentation (if made)

D. Participation and contribution in National/International Fora in the area of your academic and professional expertise

		Number(s)
Plenary Lectures/Invited talks	International	
	National	
Congresses attended	International	
	National	
Examinership etc.	International	
	National	
Other (Specify)	International	
	National	

9. Research Project:

Sl. No.	Client/Organization's name	Nature of project	Duration of project	Amount of grant (Rupees)

10. Consulting experience;

List key consulting assignments undertaken:

Sl. No.	Client/Organization's Name	Nature of assignment	Duration of assignment

11. Honours/Awards & Fellowships for Outstanding work:

S. No.	Name of Award/Fellowship	Elected/Honorary Fellow	Awarded by	Year of Award

12. No. of Research Scholars successfully guided:

Name of Programme	Awarded (No.)(Under-Progress not to be included)

13. Strengths (100 words)

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14. Your Vision for the University (upto 500 words)

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15. Details of Referees, if any

S. No.	Name of the Referee	Post held by Referee	E-Mail	Phone No.	Mobile

I, hereby, declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice from the post of as per Act/Statutes etc. and other applicable rule.

Place:

(Signature of the Applicant)

Date:

Note: Total No. of pages (A-4 size) of the application should not be exceed 10 pages