

GAUHATI COMMERCE COLLEGE (AUTONOMOUS)
R.G. BAROOAH ROAD, GUWAHATI-781021

INTERVIEW

Applications are invited for the post of 'Secretary to the Principal' (Purely temporary), No. of Post: 01 (One), on or before 25th Sept, 2026 till 11:59 p.m. All applications are to be sent to the following E-mail: info@gcc.ac.in along with full Bio-data and other relevant documents as mentioned below. **Only the short-listed candidates will be called for interview which will be uploaded in the Website of the college.**

ELIGIBILITY & QUALIFICATIONS:

1. Educational Qualification:

Essential: Bachelor's Degree in Commerce, Arts, Science, or Business Administration from a recognized University with a minimum of **50% marks** (or equivalent grade).

Desirable: Master's Degree or a Post Graduate Diploma in Secretarial Practice, Office Administration, or Public Relations.

Applicant must bring their original testimonials and Bio-Data with self-attested copies of mark sheets, degree certificates, proof of experiences list showing details of publication/contributions and proof of Permanent Residence Certificate (PRC) during the time of interview. The Bio-Data must contain at the least the Date of Birth (DoB) with proof, details of qualification and details of experiences besides other information as may be desired by the applicant.

2. Technical & Professional Skills with Valid Documentary evidence:

- High proficiency in office software (MS Office: Word, Excel, PowerPoint) and official communication tools.
- Strong drafting capabilities for official correspondence, minutes of meetings, institutional reports, and notices.
- Proficiency in digital record management, office file routing systems, and online administrative portals (e.g., Samarth, UGC, DHE Assam portals).
- Fluency in English and Assamese (both spoken and written) is mandatory. Knowledge of Hindi is desirable.

3. Work Experience:

Minimum **3 years** of experience in administrative, secretarial, or executive support roles, preferably in a Higher Educational Institution (Autonomous College / University), public sector unit, or reputable organization.

Experience in coordinating executive calendars, handling high-level visits, managing governing body documentation, and liaison work with statutory bodies (UGC, NAAC, University, DHE).

4. Age Limit:

Minimum 30 to Maximum 40 years as on the date of advertisement (upper age limit relaxable as per College Governing Body rules for experienced candidates).

5. Key Responsibilities:

- Providing high-level administrative and confidential secretarial support directly to the Principal.
- Managing official calendar, scheduling appointments, organizing meetings (Governing Body, Academic Council, IQAC, etc.), and keeping accurate minutes.
- Drafting official letters, press notes, memoranda, and routine institutional communications.
- Screening incoming communications, managing public office interactions, and coordinating between various departments and committees.

6. Remuneration:

Consolidated monthly salary negotiable, commensurate with qualification, administrative experience, and skills.

No TA/DA will be paid for attending the Interview.

Sd/-

Principal
Gauhati Commerce College (A)
Guwahati-781021