

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

Walk-in-Interview

Walk-in-Interview for one post of 'Director, Self-Financing Programme' and one post of 'Secretary to the Principal' having qualification and experience as mentioned below will be held on 20th August, 2026 in Gauhati Commerce College (A).

A.	Name of the Post:	:	Director, Self-Financing Programme
i)	No. of Post:	:	01 (One)
ii)	Mode of Appointment	:	Temporary (Renewable based on performance and college requirements)
iii)	Date of Walk-in-Interview	:	20-08-2026
iv)	Time of Walk-in-Interview	:	11:00 AM onwards
v)	Reporting Time	:	10:00 AM in the Office of the Principal (No candidate will be allowed to report for the Interview after 10:45 AM)

ELGIBILITY & QUALIFICATION:

1. Educational Qualification:

Essential: Master's Degree in Commerce, Arts, Science, or Business Administration from a recognized University with a minimum of **55% marks** (or equivalent grade).

Desirable: MBA from a UGC-recognized University with a minimum of **55% marks** (or an equivalent grade on a point scale).

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). 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. Work Experience:

- Minimum **8 years** of administrative experience.
- Proven track record in industry placement tie-ups, institutional branding, and student skill-development initiatives.

3. Age Limit:

Minimum 40 years as on the date of advertisement

The retired employees with good health (Certificate from a Govt. Medical Officer to be attached) who are eligible and of the age 62 years or below on the date of the advertisement may also apply.

- 4. Remuneration:** Negotiable; commensurate with qualifications, leadership experience, and competence.

Key Responsibilities:

- Complete academic and administrative management of all existing and upcoming Self-Financing/Professional courses.
- Budget planning, resource utilization, and maintaining self-sustainability of the programs.
- Coordinating accreditation, autonomy-related audits, industry interface, and campus recruitment drives.
- Any other assignments assigned by the Competent Authority.

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

Sd/-

Principal
Gauhati Commerce College (A)
Guwahati-781021

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

Walk-in-Interview

A.	Name of the Post	:	Secretary to the Principal
i)	No. of post	:	01 (One)
ii)	Mode of Appointment	:	Temporary (Renewable based on performance and college requirements)
iii)	Date of Walk-in-Interview	:	20-08-2026
iv)	Time of Walk-in-Interview:		2:00 PM onwards
v)	Reporting Time	:	1:00 PM in the Office of the Principal (No candidate will be allowed to report for the Interview after 1:45 PM)

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). 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:

- 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 40 to Maximum 45 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