A Walk-in-Interview will be held on **26th February 2019** from **10:30 a.m.** onwards in ‘Chintan’ the Conference Hall of the Administrative Building, D.U. for filling up of the following temporary post on contract basis for the Dibrugarh University Guest House.

**Name of the Post:** Front Desk Executive (Contractual)–01(one) post  
**Essential Qualification:** Bachelor Degree in any discipline  
**Desirable:**  
1. Pleasing personality and good communication and public relation skills.  
2. Proficiency in Computer Application.  
3. House keeping experience in Guest Houses or Hotels.  
4. Preference will be given to the female candidates.

**Salary:** Rs. 15,000/- (Rupees Fifteen thousand) only (consolidated) per month.

**General Instructions to the Candidates:**
1. The appointment shall be on contractual basis and purely temporary. The selected candidates shall have no claim for regular appointment in the University against any permanent post by virtue of this appointment. The service to the post is terminable with a short notice of 7(seven) days.
2. Candidates must bring all the original and self-attested copies of certificates and mark-sheets from matriculation (10th standard) onwards in support of their qualifications and experiences, with the application.
3. The candidates shall have to register their names by depositing Rs.100/- (Rupees One Hundred only) as Registration Fee at the Venue on the day of interview.
4. Age Relaxation shall be as per rule.
5. No TA/DA shall be admissible to the candidates for attending the walk in interview.

**Sd/-**  
Registrar  
Dibrugarh University  
Dibrugarh