



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**
Charity Trust

Memo No: AdtU/R/2025-26/466

Date: 09-02-2026

CIRCULAR

Establishment of Personnel Department and Invitation of Applications for Manager & Deputy Manager

This is to inform all concerned that the Management of Assam down town University (AdtU) has decided to establish a dedicated Personnel Department with a view to strengthening human resource planning, personnel administration, and related institutional processes.

In this regard, applications are hereby invited from eligible administrative staff members of AdtU for the following positions:

- **Manager – Personnel Department**
- **Deputy Manager – Personnel Department**

Minimum Eligibility Criteria:

Master's Degree in any discipline from a recognized University/Institution with keen interest in personnel management.

Interested and eligible administrative staff members may submit their applications along with updated bio-data to the Office of the Registrar on or before 28/02/2026.

The selection shall be made as per the norms and procedures laid down by the University Management.

Issued with due approval from competent authority.

(Dr. Ashim Barman)

Registrar,

Assam down town University.

Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. P.A. to Vice Chancellor, AdtU
3. P.A. to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU



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5. P.A. to Managing Trustee, dtCT
6. P.A. to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/CLPPD/IQAC)
10. HR Office
11. **Notice Boards/Message Desk (For display)**
12. Office file (for record)



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