



ASSAM
down town
UNIVERSITY

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: **down town**
Charity Trust

Memo No: AdtU/R/2025-26/761

Date: 07-04-2026

CIRCULAR

Invitation of Applications for Academic Leadership Positions

Applications are hereby invited from eligible and interested faculty members for the following academic leadership positions across all Faculties of Study of the University:

- Associate Dean (Academics)
- Associate Dean, Faculty Research and Innovation Cell (FRIC) of different Faculty
- Programme Head

Faculty members who are currently holding any of the above positions are also eligible to apply for continuation in their respective roles.

Interested candidates are requested to submit their applications to the Human Resources (HR) Department by **20th of April 2026**.

The selection and appointment shall be made based on the recommendations of the competent authority, and the decision in this regard shall be final and binding.

Issued with due approval of competent authority.

(Dr. Ashim Barman)

Registrar,

Assam down town University.

Copy for favour of their information to:

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