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If the appointment is on assignment basis
EPF, EBF contributions and Rs 5000/- should
be added to the employee with
the basic salary. (26/06)

VC/R/ SAR (NAE)

The Coordinator/Extension Courses in English has requested the recruitment of a Secretarial Assistant (On Assignment Basis) to the Extension Courses in English, Department of English, Faculty of Arts, and the request have been recommended by the Head/Department of English and the Dean/Faculty of Arts. The remuneration for the said post will be paid from the Generated Funds/Department Development Fund.

However, there is no permanent cadre vacancy for a Management Assistant in the Department of English. Meanwhile, two Management Assistant cadre vacancies are available in the Dean's Office, Faculty of Arts.

Further, the advertisement submitted by the Faculty of Arts indicates the remuneration structure without including the allowance of Rs. 5,000/-.

The Coordinator/Extension Courses in English has also mentioned that, due to budget constraints, the advertisement could be published only on the University website and the Faculty of Arts website.

The advertisement submitted by the Coordinator/Extension Courses in English for the recruitment of a Secretarial Assistant (On Assignment Basis) is attached herewith (Pages 67-68).

Submitted for your instructions, please.



Q
25.05.2026

- Approved.
- For management committee
- On assignment basis
- Allowance - (EPF - EBF) should be included

P. N. L.
VC

2.7/05/26