

গুৱাহাটী কমাৰ্চ কলেজ অধ্যক্ষৰ কাৰ্যালয় : গুৱাহাটী- ২১ (অসম)



OFFICE OF THE PRINCIPAL  
**GAUHATI COMMERCE COLLEGE**

(Affiliated to Gauhati University, Assam)

R.G. Barooah Road, Guwahati- 781021, Ph. (0361) 2413095 (O)  
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Accredited by NAAC with B\*\* Grade

**WALK-IN-INTERVIEW**

Applications with full bio-data supported by self-attested copy of certificates, mark-sheets and age proof certificate etc. from HSLC onwards are invited for a **Walk-in-Interview for the post of Personal Secretary to the Principal, Gauhati Commerce College** on purely Temporary basis.

1. Qualifications:

- Minimum Bachelor's Degree in any Discipline from a recognized University with atleast 55% marks.
- Minimum age 35 years as on 01-01-2026 (not exceeding 40 years).
- Proficiency in Microsoft Office Suite, Calendar Management and Office Software.
- Strong Organisational, Multi-Tasking and Communication Skills (written/ verbal).
- Ability to maintain confidentiality, professional demeanor and handle sensitive information.

2. No. of post: 01 (One)

3. Pay Negotiable

4. In-service candidates must apply through proper channel.

Mobile number (having WhatsApp) and E-mail id of the applicant must be mentioned both on the envelope and in the application.

- Date of interview : **02-02-2026**
- Venue : **Room No. 23 (Video Conferencing Room)**
- Time : **11:00 AM onwards.** (The applicants must report the undersigned on or before 10:30 AM and no applicant will be allowed to appear in the Interview if he/she reports after 11:00 AM).
- No TA/DA will be admissible for the same.



*[Signature]*  
29.01.26

(Prof. Bipul Das)  
Principal  
Gauhati Commerce College

Principal  
Gauhati Commerce College  
Guwahati-21

