

**ADVANCE ANIMAL DISEASE DIAGNOSIS FACILITY (AADDF)**  
**DBT-ADMaC Building**  
**COLLEGE OF VETERINARY SCIENCE, AFVU**  
**KHANAPARA, GUWAHATI -781022 ASSAM**

A walk-in interview will be held on **20. 01. 2026 at 11.00 AM** in the Office of the Team Leader, AADDF, DBT-ADMaC Building, CVSc, Khanapara, Guwahati-781022 to fill up one (1) post of **Receptionist cum Front Desk Operator** under AADDF

Details of the post including requisite qualification and remuneration is as under:

Name of the post & no.	Qualification	Consolidated Salary	Nature of duty
<b>Receptionist cum Front Desk Operator (Contractual)- 1 No.</b>	<p><b>Essential qualification:</b>  Graduate from a recognized university with computer skills</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills with proficiency in Assamese, English and Hindi language</li> <li>• Good computer skills</li> <li>• Preference will be given to female candidates having experience of working in the similar job.</li> </ul>	Rs. 14,000/- Monthly	Multi-tasking

**Terms and conditions**

1. The post is purely temporary and terminable at any point of time without prior notice and without assigning any reason thereof. The person engaged shall not be entitled to any claim, implicit or explicit, for permanent absorption in the University.
2. The place of posting is at **AADDF, DBT-ADMaC Building, CVSC, Khanapara Guwahati**.
3. The applicant must be a citizen of India.
4. Selected candidates have to produce NOC (in-service candidates only) at the time of joining.
5. No TA/DA will be admissible for attending the interview.
6. The selection committee reserves the right to make changes or cancel or postpone the recruitment process without assigning any reason thereof.

## How to apply

Interested candidates with requisite qualifications and experience are invited to appear for the walk in interview. Candidates are required to submit an application form (*Annexure I*) along with one set of testimonials (self-attested). Candidates must bring the original documents for verification at the time of interview. The advertisement detail and application forms are available in the website [www.vetbifg.ac.in](http://www.vetbifg.ac.in). The advanced copy of the biodata with application form may be sent to [aaddf.cvsc@aau.ac.in](mailto:aaddf.cvsc@aau.ac.in).

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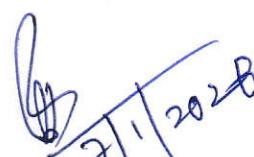
(N.N. Barman)  
Team Leader AADDF cum Prof. & Head  
CVSc, AVFU, Khanapara  
Guwahati-22

Memo No. AAU/DRV/AADD/2025-26/F-07/161-170

Dated: 07.01.2026

Copy for information to:

1. The Dean, F.V.Sc., AVFU, Khanapara, Guwahati-22
2. The Director of Research, AVFU, Khanapara, Guwahati-22
5. The All Prof. & Head, CVSc, AVFU, Khanapara, Guwahati-22
6. The Coordinator, AKMIT Cell, CVSc, Khanapara, Guwahati-22 with a request to upload the advertisement in the website [www.vetbifg.ac.in](http://www.vetbifg.ac.in)
7. The Deputy Director of Student Welfare, CVSc, AVFU, Khanapara, Guwahati-22
8. The In-Charge, Placement Cell, CVSc, AVFU, Khanapara, Guwahati-22
9. The Asstt. Comptroller, AVFU, Khanapara, Ghy-22
10. Office Copy.

  
21/1/2026  
(N. N. Barman)  
Team Leader AADDF cum Prof. & Head  
CVSc, AVFU, Khanapara  
Guwahati-22

Team Leader  
AADDF, CVSc, AAU  
Khanapara, Guwahati-22

*Annexure I*

**APPLICATION FORM**

Post applied for: \_\_\_\_\_

Project Title: \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Caste: \_\_\_\_\_

Address for communication:

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Email id: \_\_\_\_\_ Phone no. \_\_\_\_\_

Permanent Address:

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**Educational Qualification:**

Exam/Degree	Institute/University	Division	Percentage/Grade	Year of Passing

Experience:

Any Other relevant information:

Signature of the applicant with date