

No. 1/1/2012 – RC (NT)/1332 - 46

Dated Aizawl, the 24th April, 2012

EMPLOYMENT NOTICE

Applications are invited for filling up of the following vacant Non-Teaching Posts in Mizoram University and Pachhunga University College as tabled vide **Annexure – I**. The prescribed format of application may be seen at **Annexure – II**.

TERMS AND CONDITIONS:

i) The completed application as per the prescribed format in **A-4** size paper along with the required fee should be submitted to the **Deputy Registrar, Administration-I, Recruitment Cell, Mizoram University, Post Box No. 190, Aizawl, Mizoram - 796 004**.

ii) The required application fee is ₹ 500.00 (for Group 'B' posts – recruitment on all India basis) and ₹ 200.00 (for Group 'C' posts – recruitment on local/regional basis) in the form of Bank Draft.

The Bank Draft should be drawn in favour of **Registrar, Mizoram University on State Bank of India, Aizawl Main Branch**.

The prescribed fee may also be paid directly to the **Finance Department, Mizoram University, Aizawl**, during office hours.

iii) All claims of applicants must be **supported by relevant documents duly attested**. Claims of educational qualifications should be supported by **Certificates** as well as **Marksheets**. Applications not supported by documents will be summarily rejected.

iv) Applications for the posts reserved for Scheduled Castes/Scheduled Tribes should be supported by the Caste/Tribe Certificate in a Govt. of India prescribed format duly issued by competent authority.

Applicants for the reserved post of OBC are required to submit an updated certificate regarding his/her **'OBC status and Non-Creamy Layer status'** in the prescribed format duly issued on or after 24.04.2012 by the competent authority.

v) Candidates are required to satisfy themselves before applying that they possess at least the minimum essential qualifications, furnished with clarity, as laid down in the advertisement/University website.

vi) The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for examination/personal interview.

In the event of number of applications being large with respect to the number of vacant posts, the University may resort to short listing criteria to restrict the number of candidates to be called for examination/personal interview to a reasonable limit by following methods which shall be devised by the University including holding a screening test.

Applicants are, therefore, advised to mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested copies of the certificates in support thereof.

vii) The prescribed qualifying/pass marks in the MZU Recruitment Rules, 2010 are the minimum and merely getting the same does not entitle candidates to be called for further examination/personal interview.

In the event of number of candidates getting qualifying/pass marks being large with respect to the number of vacant posts, the University may resort to setting cut-off marks higher than the minimum qualifying/pass marks set by the MZU Recruitment Rules, 2010.

viii) Candidates already in service should submit their applications through proper channel. While an advance copy may be sent directly, a No Objection Certificate (NOC) or duly forwarded application should be produced at the time of interview.

ix) No correspondence nor telephonic/electronic query will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview. **Canvassing by any means in any form at any stages of the recruitment processes will lead to disqualification.**

x) Certificate in support of experience shall be in proper format i.e., it shall bear the organization's letter-head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.

xi) The University shall verify the antecedents or documents submitted by a candidate, at any time, at the time of appointment or during the tenure of service. In case of fake documents, clandestine antecedents or suppression of information, services in the University shall be terminated.

xii) In case of any inadvertent mistake in the process of recruitment, which may be detected at any stage, even after issue of appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

xiii) The University reserves the right not to fill any of the post(s). There may be an increase or decrease in the number of posts.

xiv) For the posts of Senior Technical Assistant and Technical Assistant, the University reserves the right to exclude one or more subject(s) for consideration in the final selection processes, as per the actual requirements of the University.

xv) Candidates with working knowledge of computer may be preferred over and above possession of essential/desirable qualification for some of the posts, as per the actual requirements of the University.

xvi) The University will not be responsible for postal delay in any correspondences with the applicants/candidates.

xvii) Use of non-scientific/non-programmable calculator is generally allowed in written examinations requiring mathematical calculations, unless specifically stated otherwise.

xviii) Use of mobile phones/other electronic communication devices is banned in the premises of the examination hall.

xix) Government of India is striving for gender balance in Government jobs. Women candidates fulfilling the eligibility conditions are encouraged to apply.

xx) Separate application is required for posts bearing different Post Code.

xxi) Candidate must attain 18 (eighteen) years of age. **Upper age limit for all the posts is 28 years.**

xxii) The crucial date for reckoning age-limit, possession of educational/other qualifications, possession of required experience etc. is the last date of submission of application.

Date of Birth as per Matriculation certificate will be accepted and may, therefore, be used as age proof.

xxiii) Last date of receipt of complete application is **18.05.2012.**

xxiv) Application after the last date of receipt, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered.

xxv) The completeness of the submitted application is the sole responsibility of the applicant.

xxvi) Candidate should submit one application only in one envelope in A-4 size paper in the prescribed format. The envelope containing the application should be super scribed "APPLICATION FOR THE POST OF _____ POST CODE _____"

RELAXATIONS & OTHER CONCESSIONS:

Fee Concession: SC, ST and Persons with Disabilities are fully exempted from payment of the prescribed fees upon submission of relevant Caste/Tribe/Disability Certificate issued by the competent authority.

Women candidates are also fully exempted from payment of the prescribed fees.

Age relaxation: Age relaxation over and above the normal prescribed limit is applicable as per Govt. of India norms as follows: SC/ST – 5 years, OBC – 3 years, Persons with Disabilities – 10 years. Persons with Disabilities belonging to SC/ST/OBC will be eligible for age relaxation of 10 years over and above the age relaxation admissible to them as SC/ST/OBC.

Sd/-
Prof. Thangchungnunga,
Registrar

ANNEXURE – I

DETAILS OF THE VACANT POSTS IN MIZORAM UNIVERSITY

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Educational / Desirable / Other Qualifications
1.	Private Secretary PB-2, ₹ 9,300 – 34,800 + GP ₹ 4,600; Group 'B'	1 UR, 1 OBC	PSM	i) Graduate from a recognized University. ii) Skilled ability to manage secretarial duties independently. iii) Shorthand and typing speed of 120/30 wpm respectively (in 10 mins. duration test). iv) Knowledge of Computer Application. Desirable: Secretarial experience of 3 years in Central/State Govts. and Institutions/Autonomous bodies.
2.	Assistant Engineer (Electrical) PB-2, ₹ 9,300 – 34,800 + GP ₹ 4,600; Group 'B'	1 UR	AEM	Bachelors Degree in Electrical Engineering from a recognized Institution/University. Desirable: i) Masters Degree in Electrical Engineering from a recognized Institution/University. ii) Knowledge of Computer Application/Modeling (Auto CAD, etc.)
3.	Senior Technical Assistant PB-2, ₹ 9,300 – 34,800 + GP ₹ 4,200; Group 'B'	2 UR, 1 SC, 1 OBC	STM	Bachelor's Degree in Physical Sciences (Physics/Chemistry), Geology, Geography, Life Sciences (Botany/Zoology or allied subjects), Library Sciences, BCA/B.Sc (Computer Sciences), B.Sc with DOEACC 'A' level Certificate; and with 5 years experience. OR Master's Degree in the field stated above with 2 years experience. Desirable: Diploma in Electronics/Electrical/Instrumentation
4.	Assistant PB-2, ₹ 9,300 – 34,800 + GP ₹. 4,200; Group 'B'	1 SC, 1 OBC	ASM	i) Graduate from a recognized University. ii) Working knowledge of Computer. Desirable: Master's degree with work experience.

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Educational / Desirable / Other Qualifications
5.	Coach (Athletics/Boxing) PB-2, ₹ 9,300 – 34,800 + GP ₹ 4,200; Group 'B'	1 SC	COM	<p>i) Graduate with NIS (National Institute of Sports) Diploma holder and/or SAI (Sports Authority of India) Diploma holder.</p> <p>ii) 10+2 or equivalent with certificates of National/International level sports participation.</p> <p>Desirable:</p> <p>i) Graduate with NIS/SAI Diploma holder with at least 2 years coaching experience.</p> <p>ii) Certificates of National/All India Inter-Varsity Tournament/ International Level Sports participation.</p>
6.	Junior Engineer (Electrical) PB-2, ₹ 9,300 – 34,800 + GP ₹ 4,200; Group 'B'	1 SC	JEM	<p>3 years Diploma holder in Electrical Engineering from a recognized Institution/University.</p> <p>Desirable:</p> <p>i) Working experience in the concerned field.</p> <p>ii) Knowledge of Computer Application/Modeling (Auto CAD, etc.)</p>
7.	Instructor PB-2, ₹ 9,300 – 34,800 + GP ₹ 4,200; Group 'B'	1 OBC	ISM	<p>Diploma in Mechanical Engineering from a recognized Institution/University</p> <p>Desirable:</p> <p>i) Work experience of 3 years as Instructor in recognized educational institutions or Govt. of India undertakings/Autonomous bodies.</p> <p>ii) B.E./B.Tech in Mechanical Engineering</p>
8.	Technical Assistant PB-1, ₹ 5,200 – 20,200 + GP Rs. 2,800; Group 'C'	7 UR, 5 ST	TAM	<p>Bachelor's Degree in Physical Sciences (Physics/Chemistry), Geology, Geography, Life Sciences (Botany/Zoology or allied subjects), Library Sciences, Commerce, BCA/B.Sc (Computer Science), B.Sc with DOEACC 'A' level Certificate.</p> <p>Desirable:</p> <p>i) 3 (three) years experience in the field and/or PG Degree</p> <p>ii) Diploma in Electronics/Electrical/Instrumentation</p>

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Educational / Desirable / Other Qualifications
9.	Semi Professional Assistant PB-1, ₹ 5,200 – 20,200 + GP Rs. 2,800; Group 'C'	2 UR, 1 ST	SPM	Bachelors Degree in Library Sciences. Desirable: i) Proficiency in Computer Application ii) Work experience in Govt. run Library/University/College Library
10.	Laboratory Assistant PB-1, ₹ 5,200 – 20,200 + GP ₹ 2,000; Group 'C'	4 UR, 2 ST	LBM	HSSLC (Science)
11.	Chowkidar PB-1, ₹ 5,200 – 20,200 + GP Rs. 1,800; Group 'C'	1 UR	CHM	HSLC

DETAILS OF THE VACANT POSTS IN PACHHUNGA UNIVERSITY COLLEGE

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Educational / Desirable / Other Qualifications
1.	Private Secretary PB-2, ₹ 9,300 – 34,800 + GP ₹ 4,600; Group 'B'	1 UR	PSP	i) Graduate from a recognized University. ii) Skilled ability to manage secretarial duties independently. iii) Shorthand and typing speed of 120/30 wpm respectively (in 10 mins. duration test). iv) Knowledge of Computer Application. Desirable: Secretarial experience of 3 years in Central/State Govts. and Institutions/Autonomous bodies.
2.	Mali PB-1, ₹ 5,200 – 20,200 + GP Rs. 1,800; Group 'C'	1 UR	MLP	HSLC