



MIZORAM

UNIVERSITY

AIZAWL, MIZORAM – 796 004

Post Box No. 190, Gram : MZU, Phone : 0389-2330773, Fax : 0389-2330834

No. 1/1/2012 – RC(T)

Dated Aizawl, the 21st December, 2012

EMPLOYMENT NOTICE

Applications are invited for filling up of the following ‘**clear and anticipated**’ vacant Non-Teaching Posts in **Mizoram University** as tabled vide **Annexure – I**.

TERMS AND CONDITIONS:

i) Details of the vacant posts and the prescribed format of application appearing at **Annexure-II** may be downloaded from www.mzu.edu.in in **A-4** size paper. The prescribed format of application along with other details may also be obtained from **Recruitment Cell, Administration-I, Mizoram University, Aizawl, Mizoram**, by paying ₹ 20.00.

ii) The required application fee is ₹ 500.00 (for Group ‘A’ & ‘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 GOI prescribed format duly issued by the competent authority. Applications for posts reserved for Persons with Disabilities should be supported by appropriate Medical Certificate duly issued by the authorized Medical Board. Applicants for the reserved post of OBC are required to submit a certificate regarding his/her ‘**OBC status and non-creamy layer status**’ in a prescribed format duly issued on or after **21.12.2012** by the competent authority. Relaxations and concessions will apply as per GOI Reservation rules.

v) Candidates are advised 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 written examinations 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.

viii) 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.**

ix) **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.**

x) 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.

xi) In case of any inadvertent mistake in the advertisement and 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).

xii) 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.

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

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

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

xvi) List of rejected candidates may be displayed in the University website and MZU Notice Board stating the reasons thereof.

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

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

xix) Candidate must attain 18 (eighteen) years of age. 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.

xx) Last date of receipt of complete application is **08.02.2013**.

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

xxii) Any employee of the University may be required to stay in the University Campus or any other place as required by the University.

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

xxiv) 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.

Such candidates are required to enclose the Integrity Certificate and Vigilance Clearance Certificate from their employer as per the format in **Annexure – III**.

xxv) 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 _____”

xxvi) The completed application should be submitted to the **Deputy Registrar, Administration-I, Recruitment Cell, Mizoram University, Post Box No. 190, Aizawl, Mizoram - 796 004.**

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.

Age relaxation: Age relaxation as per Govt. of India norms is applicable 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.

Relaxation in the prescribed percentage of marks: Relaxation in the prescribed percentage of marks will be available to SC, ST, Persons with Disabilities and for the existing incumbents who are already in the university system.

*Sd/-
Prof. Thangchungnunga
Registrar*

A. STATUTORY & GROUP ‘A’ POSTS: MIZORAM UNIVERSITY

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Registrar[#] PB-4 ₹37400 – 67000 with GP ₹10000 Retirement age: 62 years	1 UR	RGM	Preferably below 57 years	<p>Essential:-</p> <p>(i) Master’s degree with at least 55% of the marks or its equivalent grade B in the UGC seven-point scale along with a good academic record.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of ₹ 7000 and above or with 8 years of service in AGP of ₹ 8000 and above including as Associate Professor along with experience in educational administration;</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education;</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p>
2.	Finance Officer[#] PB-4 ₹37400 – 67000 with GP ₹10000 Retirement age: 62 years	1 UR	FOM	Preferably below 57 years	<p>Essential:-</p> <p>(i) Master’s degree with at least 55% of the marks or its equivalent grade B in the UGC seven-point scale along with a good academic record.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of ₹ 7000 and above or with 8 years of service in AGP of ₹ 8000 and above including as Associate Professor along with experience in educational administration;</p> <p style="text-align: center;">OR</p>

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
					<p>Comparable experience in research establishment and/or other institutions of higher education;</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post;</p> <p style="text-align: center;">OR</p> <p>Qualified CA/ICWA with at least 15 years of work experience in the relevant field of activities.</p> <p>Desirable:- Persons possessing Master's degree in Business Administration (Finance)/Commerce/Economics or possessing CA/ICWA qualification.</p>
3.	Deputy Registrar** <i>PB-3 ₹15600 – 39100</i> <i>with GP ₹7600</i>	1 UR	DRM	50 years	<p>Essential:- (i) Master's degree with at least 55% of the marks or its equivalent grade B in the UGC seven point scale.</p> <p>(ii) 9 years of experience as Assistant Professor in the AGP of ₹ 6000 and above with experience in educational administration;</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education;</p> <p style="text-align: center;">OR</p> <p>5 years of administrative experience as Assistant Registrar or an equivalent post.</p> <p>Desirable:- Relevant experience in the areas of Establishment/Examination/ Finance.</p>

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
4.	Medical Officer PB-3 ₹15600 – 39100 with GP ₹5400	1 SC	MOM	37 years	Essential:- MBBS recognized by Medical Council of India
5.	Computer Programmer** PB-3 ₹15600 – 39100 with GP ₹5400	1 UR	CPM	35 years	Essential:- M.E./M.Tech. (Computer Science & Engg./I.T./ ECE); OR MCA with 2 years' experience in relevant area; OR M.Sc. (Computer Science) with 3 years' experience in the relevant area; OR B.E./B.Tech. (Computer Science & Engg./ I.T./ECE) with 3 years' experience in relevant area.

B. GROUP 'B' POSTS: MIZORAM UNIVERSITY

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Assistant Engineer (Electrical) PB-2 ₹9300 – 34800 with GP ₹4600	1 UR	AEM	32 years	Essential:- (i) Bachelor's degree in Electrical engineering from a recognized Institute/University. (ii) 2 years' experience in relevant field from an organization of repute/from the Centre/State Government, Universities and other Autonomous organizations. Desirable:- Knowledge of latest Management Technology/other relevant software.

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
2.	Private Secretary PB-2 ₹9300 – 34800 with GP ₹4600	1 OBC	PSM	32 years	Essential:- (i) Bachelor's degree with 5 years' experience as Personal Assistant in the PB-2 ₹ 9300 – 34800 with GP ₹ 4200. (ii) Stenography in English with speed of 120 w.p.m.
3.	Assistant PB-2 ₹9300 – 34800 with GP ₹4200	1 SC 1 OBC	ASM	32 years	Essential:- (i) Bachelor's degree from a recognized University. (ii) Working knowledge of Computer applications. Desirable:- Experience in Administration/ Finance & Accounts/ Legal in Central/State Governments, Universities, Research Institutions, Autonomous Organizations or Organizations of repute.
4.	Senior Technical Assistant PB-2 ₹9300 – 34800 with GP ₹4200	1 SC	STM	30 years	Essential:- Master's degree in any discipline of physical sciences/instrumentation; OR Bachelor's degree in Engineering/Technology in the areas of electronics/ instrumentation. Desirable:- Experience in handling of sophisticated/laboratory equipments.
5.	Instructor (Workshop) PB-2 ₹9300 – 34800 with GP ₹4200	1 OBC	ISM	30 years	Essential:- Bachelor's degree in Mechanical Engineering with 2 years' of relevant experience in workshop / industry of repute. OR Diploma in Mechanical Engineering with 5 years' experience of operation/maintenance of a shop in workshop / industry of repute.

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
6.	Coach (Athletics/Boxing) PB-2 ₹9300 – 34800 with GP ₹4200	1 SC*	COM	30 years	Essential:- Diploma in Coaching from Sports Authority of India, National Institute of Sports, Patiala or from any other recognized University/Institution; OR Participation in Olympic/Asian Games/World Championship with Certificate Course in Coaching. Desirable:- Bachelor's degree in Physical Education.
7.	Junior Engineer (Civil/Electrical) PB-2 ₹9300 – 34800 with GP ₹4200	1 SC* 1 UR	JEM	32 years	Essential:- Bachelor's degree in Civil/Electrical engineering from a recognized Institute/University; OR Diploma in Civil/Electrical engineering from a recognized Institute/University having a minimum 2 years' experience in relevant field in the Central/State Government, University Systems and other Organization of repute. Desirable:- Working knowledge of AUTOCAD, other relevant software.
8.	Senior Statistical Assistant PB-2 ₹9300 – 34800 with GP ₹4200	1 UR	SSM	30 years	Essential:- Bachelor's degree in Statistics; OR Bachelor's degree in Mathematics with Statistics as one of the main subject; OR Bachelor's degree in Economics with statistics as one of the main subject; OR Bachelor's degree in Commerce with Statistics as one of the main subject.

C. GROUP 'C' POSTS: MIZORAM UNIVERSITY

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Stenographer^{##} PB-1 ₹5200 – 20200 with GP ₹2400	3 ST 3 UR	SGM	Between 18 and 32 years	<p>Essential:-</p> <p>(i) Class 12th standard from a recognized Board/ University.</p> <p>(ii) Stenography in English with speed of 80 w.p.m.</p> <p>(iii) Knowledge of Computer Application.</p> <p>Desirable:- Bachelor's degree from a recognized Institution/University</p>
2.	Lower Division Clerk** PB-1 ₹5200 – 20200 with GP ₹1900	4 ST 1 OBC 7 UR	LDM	Between 18 and 32 years	<p>Essential:-</p> <p>(i) Class 12th standard from a recognized Board/ University.</p> <p>(ii) Typing speed of 35 wpm in English on Computer.</p> <p>(iii) Working knowledge of Word processing, spreadsheet, internet etc.</p> <p>Desirable:- Bachelor's degree from a recognized Institute/University and working experience in Government or Organization of repute.</p>
3.	Library Assistant** PB-1 ₹5200 – 20200 with GP ₹2000	1 UR	LIM	Between 18 and 30 years	<p>Essential:- Bachelor's degree in Library & Information Science OR Bachelor's degree with Diploma/Certificate in Library Science</p> <p>Desirable:-</p> <p>(i) Working knowledge of Computer Application as evidenced by a Diploma/Certificate Course</p> <p>(ii) Typing, data entry operation or experience of working in a library</p>

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
4.	Laboratory Assistant** <i>PB-1 ₹5200 – 20200 with GP ₹2000</i>	1 UR	LBM	Between 18 and 30 years	<p>Essential:- Bachelor's degree in Science or other relevant field from a recognized Institute/University;</p> <p style="text-align: center;">OR</p> <p>Diploma in the field of engineering /technology from recognized Polytechnic/Institute;</p> <p style="text-align: center;">OR</p> <p>ITI trade certificate possessing Class 10th standard with 5 years' of work experience in relevant field.</p> <p>Desirable:- Experience in Science Laboratories of Academic/ Research institutions.</p>
5.	Library Attendant <i>PB-1 ₹5200 – 20200 with GP ₹1800</i>	1 ST	LAM	Between 18 and 30 years	<p>Essential:- Class 10th standard from a recognized School/Board.</p> <p>Desirable:- (i) Certificate course in Library Science from a recognized Institution. (ii) Class 12th standard from a recognized Board/University.</p>
6.	Dresser <i>PB-1 ₹5200 – 20200 with GP ₹1800</i>	1 UR	DSM	Between 18 and 30 years	<p>Essential:- (i) Class 10th Standard from a recognized School/Board. (ii) Elementary knowledge of First Aid.</p> <p>Desirable:- 1 year experience in hospital work or handling of dressing wounds.</p>

D. GROUP 'C' POSTS: PACHHUNGA UNIVERSITY COLLEGE

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Lower Division Clerk PB-1 ₹5200 – 20200 with GP ₹1900	1 ST	LDP	Between 18 and 32 years	Essential:- (i) Class 12 th standard from a recognized Board/ University. (ii) Typing speed of 35 wpm in English on Computer. (iii) Working knowledge of Word processing, spreadsheet, internet etc. Desirable:- Bachelor's degree from a recognized Institute/University and working experience in Government or Organization of repute.
2.	Multi-tasking Staff PB-1 ₹5200 – 20200 with GP ₹1800	1 UR	MTP	Between 18 and 30 years	Essential:- Class 10 th standard from a recognized School/Board. Desirable:- Working knowledge of English.

E. GROUP 'B' POST: ACADEMIC STAFF COLLEGE *(The post to be filled up is purely on tenure based temporary appointment till 31.03.2017 or till the scheme is withdrawn by the UGC, whichever is earlier).*

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Computer Operator PB-2 ₹9300 – 34800 with GP ₹4200	1 UR	ASC-6	30 years	Essential:- BCA/B.Sc. (Computer Science) with 2 (two) years work experience in the line. OR B.Sc. with DOEACC 'A' level Certificate with 2 (two) years work experience in the line.

Legend:

* Applications are also invited from ST candidates. ST candidates will be considered in the event of unavailability of suitable SC candidates.

** **Anticipated vacancy:** These are the posts which is likely to be vacated in the near future due to superannuation of existing incumbent, promotion of existing incumbent and existing incumbent getting job elsewhere. They will be a clear vacancy as and when the existing incumbents left the posts.

Applicants who apply against the earlier advertisement No. 5/10/2011-RC(T)/5038 – '39 dated 13th January, 2012 need not apply again. However, they may update their application with the **required supporting documents like work experience etc.** and they are not required to pay the application fees afresh.

1 post out of the 6 (3 UR, 3 ST) vacant posts of Stenographer is reserved for Visually Handicapped (VH). Application is also invited from Orthopaedically Handicapped (OH) and persons other than persons with disabilities. In the event of unavailability of suitable VH candidate, OH candidate will be considered. In the event of unavailability of suitable VH and OH candidate, persons other than persons with disabilities will be considered.

for office use:

ANNEXURE – II

MIZORAM UNIVERSITY : AIZAWL

(Application form – Prescribed format)

*Affix recent
passport size
colour
photograph
(Do not staple)*

Advertisement No. : 1/1/2012 – RC(T) dated 21st December, 2012

Name of post applied:

Post Code:

1. Demand Draft No. _____ Date: _____ Amount: Rs. _____

2. Name of the Applicant :
(in block letters)

3. Sex :

4. Father's Name :

5. Date and Place of Birth :

6. Religion :

7. Category - SC/ST/OBC/General :

8. Whether Physically Handicapped? :
(If 'yes', state whether VH/HH/OH)

9. State of Domicile :

10. Permanent Address :

11. Address for Correspondence :

Phone :

E-mail :

Landmark :

contd. 2/-

...2...

12. Academic records beginning with High School Examination:

Sl. No.	Examination Passed	Division (with % of marks)	Subject(s)	Year	Board / University	Distinction Achieved if any

13. Technical qualifications, if any:

14. Work experience, with particulars of posts held:

Sl. No.	Post Held	Employer	Last Basic Pay Drawn with pay scale	Nature of work	Period with dates From: To:

contd. 3/-

...3...

15. List of Enclosures :

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

Note: All particulars should be supported by relevant documents.

I have read the 'terms and conditions' of the advertisement and willing to abide by the same.

I also certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in Mizoram University.

Date :

Place :

Signature of the Candidate

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**FORMAT OF CERTIFICATES REQUIRED TO BE ENCLOSED BY
CANDIDATES IN-SERVICE**

INTEGRITY CERTIFICATE

After scrutinizing ACR/APAR of Dr./Shri/Smt./Ms.

_____ who has applied for the post of
_____ in Mizoram University, it is certified that his/
her integrity is beyond doubt.

Date:

**Authorised signatory
Name & Office Seal**

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding
is either pending or contemplated against Dr./Shri/Smt./Ms.
_____ who has applied for the post
of _____ in Mizoram University.

Date:

**Authorised signatory
Name & Office Seal**