



NAGALAND UNIVERSITY
(A Central University Estd. By the Act of Parliament No.35 of 1989)
Headquarters : Lumami - 798627

F.A.-238/ESTT-I/2005

Date: 12th July 2012

ADVERTISEMENT

Applications are invited for the following Non-Teaching posts under Nagaland University.

Sl. No.	Name of the post	Pay Scale	No. of post and share
1	Registrar	PB-4.Rs.37400-67000+GP.Rs.10000	1(UR)
2	Senior Technical Assistant	PB-2.Rs.9300-34800+GP.Rs.4200	5(UR-4, OBC-1)
3	Technical Assistant (Computer)	PB-2.Rs.9300-34800+GP.Rs.4200	1(UR)
4	Audio-Visual Specialist	PB-1.Rs.5200-20200+GP.Rs.2800	1(ST)
5	Semi-Professional Assistant	PB-1.Rs.5200-20200+GP.Rs.2800	1(ST)
6	Junior Stenographer	PB-1.Rs.5200-20200+GP.Rs.2400	7(UR-4,ST-3, PWD-1)
7	Caretaker	PB-1.Rs.5200-20200+GP.Rs.2400	1(ST)
8	Plumber	PB-1.Rs.5200-20200+GP.Rs.2000	1(UR)
9	Fieldman	PB-1.Rs.5200-20200+GP.Rs.2000	2(UR-1, ST-1)
10	Gestetner Operator	PB-1.Rs.5200-20200+GP.Rs.1900	1(UR)
11	Laboratory Attendant	PB-1.Rs.5200-20200+GP.Rs.1800	2(ST)
12	Library Attendant	PB-1.Rs.5200-20200+GP.Rs.1800	1(UR)

Note:- 1. UR – Unreserved, OBC – Other Backward Classes, ST – Scheduled Tribes and, PWD – Persons With Disabilities, namely – Visually Handicapped(VH), Orthopaedically Handicapped(OH) and Hearing Handicapped(HH).
2. PWD reservation is a horizontal reservation.

General instructions/terms:-

1. Relaxation in upper age limit and marks will be as per the GOI/UGC Rules.
2. Application form and other relevant details can be downloaded from the University website www.nagauniv.org.in
3. Examination fee of Rs.200/- for General /OBC candidates and Rs.150 for SC/ST/PWD candidates should be deposited into Nagaland University's account no.30351467507 payable at the S.B.I., Lumami Branch (Code No.-13380), and the counterfoil obtained thereof be attached to the application form. No other mode of payment will be entertained. The examination fee is non-refundable.
4. Duly filled-in application form with attested copies of certificates, mark sheets, Age Proof document, SC/ST/OBC(Non-Creamy Layer) Certificate, Experience Certificates, etc, and the S.B.I. counterfoil, enclosed in an envelope addressed to "The Registrar, Nagaland University, Headquarters:Lumami-798627, District-Zunheboto, Nagaland" should reach "The Registrar, Nagaland University," on or before 24th August 2012.
5. A recent coloured passport size photograph should be affixed on the right-hand top corner of the application form. Two additional photographs must be attached to the application form.

6. Incomplete application form and/or those received after the last date shall be summarily rejected. The University will not be responsible for any postal delay. Unfair means in any form by the candidates will amount to disqualification.
7. The University reserves the right to accept/reject any/all applications without assigning any reason. The mere fact that a candidate possessed the requisite qualification does not qualify him/her to be called for written exam/interview. The University reserves the right to shortlist the number of candidates when the number of candidates for any post is relatively high.
8. Candidates already in regular service must submit their application through proper channel for counting of past service. An advance copy may however be sent.
9. Candidates applying for more than one post should submit separate applications.

Registrar(i/c)

Eligibility Criteria/Requisite Qualifications:-

1. **REGISTRAR** – (a) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale
(b) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including Associate Professor along with experience in educational administration
OR
Comparable experience in research establishment and/or other institutions of higher education
OR
15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.
2. **SENIOR TECHNICAL ASSISTANT** – M.Sc. with 2nd class in Agronomy/Soil Conservation/Agricultural Extension/ Chemistry/Zoology with at least 2 years experience in the line.
3. **TECHNICAL ASSISTANT(COMPUTER)** – BCA or B.Sc. with Diploma in Computer Application.
4. **AUDIO-VISUAL SPECIALIST** – Class-12 passed with Diploma in Multi-media and System Engineering.
Desirable: Graduate from any discipline.
5. **SEMI-PROFESSIONAL ASSISTANT** – Bachelor of Library and Information Science.
Desirable: i) Proficiency in Computer application
ii) Work experience in Govt. run Library/Univ./College Library.
6. **JUNIOR STENOGRAPHER** – Class-12 passed or equivalent from a recognized Board/University with Diploma in Stenography with a speed of 80 w.p.m.
Desirable:
(a) Working knowledge of Computer.
(b) Proficiency in English.
7. **CARETAKER** – Graduate in any discipline from a recognized University/Institution
OR
Class-12 passed with diploma in Hotel Management.
8. **PLUMBER** – (a) HSLC with ITI certificate on Plumbing.
Desirable: At least 3 years work experience in the line.
9. **FIELDMAN** – Class-12(Science) passed or equivalent with at least 3 years work experience in the line.
Desirable: B.Sc. or equivalent.

10. **GESTETNER OPERATOR** – Class-12 passed or equivalent with at least 3 years work experience in the line.
11. **LABORATORY ATTENDANT** – HSLC passed or equivalent.
Desirable: Class-12(Science) passed with Physics, Chemistry and Biology.
12. **LIBRARY ATTENDANT** – HSLC passed or equivalent.

Registrar(i/c)

NAGALAND UNIVERSITY



*Passport size
photo duly
attested by a
Gazetted officer*

**APPLICATION FORM FOR
EMPLOYMENT
(Non-Teaching)**

1. _____
Advertisement No. and date
2. _____
Post (Name and Serial No.)
3. _____
Applicant's Name (in block letters)
4. _____
Date of Birth (Evidence to be enclosed)
5. _____
Community(SC/ST/OBC)
6. _____
Nationality
7. _____
Religion
8. _____
Sex(Male/Female)
9. _____
Father's/Husband's Name, Address and occupation.
(If dead, state last address and occupation before death)
10. _____
Present address (in full) with Telephone number, e-mail address etc.
11. _____
Permanent Address (in full) with nearest Police station.
12. _____
Postal Address (in full) for correspondence.

13. Educational qualifications (To be supported with true copies duly attested)

Name of the School with Board/Council, College and University	Examination passed	Class or Division	Marks obtained in percentage	Year	Subject of studies

14. Technical qualification if any (Enclose true copies duly attested)

Name of the School with Board/Council, College and University	Examination passed	Class or Division	Marks obtained in percentage	Year	Subject of studies

15. Particulars of Previous Experience

Name of the Organization/ Institution	Position Held	Scale of pay	Duration	Nature of work	Reason of leaving

16. Details of present Employment (To be supported with certificate from the employer)

Name of the Organization/ Institution	Position Held	Scale of pay	Remuneration: Basic pay, other pay if any, D.A. other Allowances, Total	Duration of Service	Nature of works

17. _____

Specify additional qualifications/experience
(Sports, Music, Literary and Social Activities etc.)

18. Give name of two persons for (reference), not related to you, with full address.

Name

Name

Occupation

Occupation

Address

Address

Phone No.

Phone No.

Fax

Fax

e-mail

e-mail

19. _____

Married/Unmarried.

20. Particulars of Remittance :

Amount of Rs _____ (Rupees _____) only

Date of Deposit _____ Name of the Bank with Address _____

_____ Branch Code No _____

I declare that the above particulars are true and correct. If any of the information furnished by me are found to be false/not true, my candidature for the post may be summarily rejected and I may be subjected to action as per law.

Dated.....

Signature of the applicant

(TO BE FILLED BY CANDIDATES ALREADY IN REGULAR SERVICE)

1. This is to certify that Shri/Smti./Dr./ _____ has been serving in this organization in the position of _____ since _____.
2. To the best of my knowledge, the information furnished by Shri/Smti./Dr./ _____ in this application is true.
3. This Institution /Organization do not have any objection for his/her application for the post applied.

Date :

*Registrar/Principal/
Official authorized
to sign on behalf of
the Organization*

Note:

1. Where space provided in the form is found to be inadequate, annexure may be given in plain paper quoting the numbers under which additional information is supplied.
2. Nagaland University reserves the right not to fill up any of the vacancies.
3. The University may raise the standard of qualification, experience etc. at its discretion.
4. See General instructions/terms.