



No.A.12031/1/16-Est.(NT)/36-53

Dated Aizawl, the 17th November, 2016

EMPLOYMENT NOTICE

Applications are invited for filling up of various Group 'A', 'B' and 'C' Non-teaching posts under the University as tabled vide **Annexure-I & II**.

TERMS AND CONDITIONS

1. The prescribed format of application appearing at **Annexure-III, IV, V & VI** and other required materials may be downloaded from Mizoram University (MZU) website, **www.mzu.edu.in** in A-4 size paper. The same may also be obtained from **Establishment, Non-Teaching-II, Mizoram University** by paying Rs 50.00.
2. The prescribed application fee is Rs 500.00 (Rs 250.00 for SC/ST applicant on submission of supporting Certificate) for Group 'A' and Rs 200.00 (Rs 100.00 for SC/ST applicant on submission of supporting Certificate) for Group 'B' & 'C' payable in the form of Bank Draft.
 - (a) The Bank Draft shall be drawn in favour of **Registrar, Mizoram University on State Bank of India, Aizawl Main Branch;**
OR
The prescribed fee may also be paid directly to the **Finance Department, Mizoram University, Aizawl**, during office hours.
 - (b) Persons with Disabilities (PwDs) are fully exempted from payment of the prescribed fees upon submission of relevant Disability Certificate issued by the competent authority.
 - (c) Women applicants are fully exempted from payment of the prescribed fees.
3. 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.
4. Applications should be supported by relevant documents (self certified) in all respects. Claims of educational qualifications should be supported by Certificates as well as Marksheets. Applications not supported by documents shall be summarily rejected.
5. Application after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered. Canvassing directly or indirectly at any stages of the recruitment processes will lead to disqualification.

6. 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.
7. Candidate already in service should submit their application 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 also required to produce 'Integrity Certificate' and 'Vigilance Clearance Certificate' at the time of interview, if not submitted earlier.
8. 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.
9. 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.
10. 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.
11. Any change in the correspondence address, mobile/telephone no. and email address shall be communicated to the University, in writing.
12. 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.
13. Applications for the posts reserved for SC/ST shall be supported by the Caste/Tribe certificate in a Govt. of India (GoI) prescribed format duly issued by the competent authority. 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 **1st October, 2016** by the competent authority. To avoid delay in submission of applications, OBC candidates are allowed to apply with their OBC Certificate issued before 1st October, 2016; such candidates shall be required to produce the updated OBC certificate at the time of interview.
14. 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 advertised.

15. Government of India is striving for gender balance in Government jobs. Women candidates fulfilling the eligibility criteria are encouraged to apply.
16. The completeness of the submitted application is the sole responsibility of the applicant. The University shall not be responsible for any delay/loss due to postal or technical reasons.
17. In case of any inadvertent mistake in the advertisement and in the process of selection, 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.
18. Any employee of the University may be required to stay in the University Campus or any other place as required by the University.
19. 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.
20. Last date of receipt of complete application is **15th December, 2016**. Separate application is required for post bearing different Post Code. The application along with Bank Draft/MZU Receipt may be submitted to the **Deputy Registrar, Establishment, Mizoram University, Aizawl, Mizoram - 796 004**. Applications shall be submitted by superscribing the post applied for along with the **Post Code** on the envelope.



(C. ZOTHANKHUMA)
Registrar

GROUP – A

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	<p>Internal Audit Officer</p> <p><i>PB-3, Rs 15,600 – 39,100 with GP Rs 7,600</i></p> <p><i>To be filled on Deputation or on Short-term Contract</i></p>	1 (UR)	IAM	Not applicable	<p>Deputation/Short-term Contract: Officers belonging to Audit and Accounts Services or other similar services:-</p> <p>holding analogous posts on regular basis;</p> <p style="text-align: center;">OR</p> <p>with 3 years' regular service in the PB-3 Rs 15600 – 39100 with GP Rs 6600;</p> <p style="text-align: center;">OR</p> <p>with 5 years' regular service in the PB-3 Rs 15600 – 39100 with GP Rs 5400.</p>

ANNEXURE – II

GROUP – B & C

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Private Secretary <i>PB-2, Rs 9,300 – 34,800 with GP Rs 4,600</i>	1 (OBC)	PSM	Not exceeding 35 years	Essential: (i) Bachelor's degree with 5 years' experience as Personal Assistant in the PB-2 Rs 9300 – 34800 with GP Rs 4200. (ii) Stenography in English with speed of 120 wpm.
2.	Research-cum-Statistical Officer <i>PB-2, Rs 9,300 – 34,800 with GP Rs 4,600</i>	1 (UR)	RSM	Not exceeding 35 years	Essential: (i) Master's degree in Statistics / Mathematical/Statistics /Applied Statistics; OR Master's degree in Economics/Mathematics with Statistics as one of the subjects at Bachelor's degree level as well as one or two papers at Master's degree level. Desirable: (i) PG Diploma in Computer Applications (PGDCA) or equivalent. (ii) Experience in collection, compilation, tabulation, analysis and interpretation of Statistical Data in a Central/ State Govt., PSUs/Statutory Bodies/ Autonomous Organizations.

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
3.	Assistant <i>PB-2, Rs 9,300 – 34,800 with GP Rs 4,200</i>	2 1 (UR) 1 (OBC)	ASM	Not exceeding 32 years	Essential : (i) Bachelor's degree from a recognized University. (ii) Working knowledge of Computer applications
4.	Coach (Badminton) <i>PB-2, Rs 9,300 – 34,800 with GP Rs 4,200</i>	1 (SC)	COM	Not exceeding 32 years	Essential : Diploma in Coach from Sports Authority of India, National Institution 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.
5.	Stenographer <i>PB-1, Rs 5,200 – 20,200 with GP Rs 2,400</i>	1 (UR)	STM	Between 18 and 27 years	Essential : (i) Class 12 th standard from a recognized Board / University. (ii) Stenography in English with speed of 80 wpm. (iii) Knowledge of Computer Application. Desirable : Bachelor's degree from a recognized Institute / University.

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
6.	Lower Division Clerk <i>PB-1, Rs 5,200 – 20,200 with GP Rs 1,900</i>	2 1 (OBC) 1 (HH)*	LDM	Between 18 and 27 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 of Organization of repute.
7.	Library Attendant <i>PB-1, Rs 5,200 – 20,200 with GP Rs 1,800</i>	1 (UR)	LAM	Between 18 and 27 years	Essential : (i) Class 10 th Standard from a recognized School / Board. (ii) Certificate course in Library Science from a recognized Institution. (iii) Certificate course n computer application with at least 3 months duration from a Government recognized institute. Desirable : Class 12 th Standard from a recognized School/Board.

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
8.	Multi-tasking Staff <i>PB-1, Rs 5,200 – 20,200 with GP Rs 1,800</i>	1 (VH)**	MTM	Between 18 and 27 years	Essential : (i) Class 10 th Standard from a recognized School / Board. OR ITI pass where technical qualifications are considered necessary. (ii) Certificate course in computer application with at least 3 months duration from a Government recognized institute. Desirable : Working knowledge of English.
9.	Kitchen Attendant # <i>PB-1, Rs 5,200 – 20,200 with GP Rs 1,800</i>	2 (1 UR) (1 ST)	KTAM	Between 18 and 27 years	Essential : (i) Class 10 th Standard from a recognized School / Board. OR ITI Trade Certificate in the relevant area. (ii) 2 years' experience as Cook. Apprentice in cooking / catering services in educational institutions / guest houses, reputed hotels, restaurants and similar facilities.

* **HH : Reserved for persons with disability – Hearing Handicapped (HH); Persons suffering from not less than 40% of the HH shall alone be eligible for the benefit of reservation. Physical requirement and categories of disability for the job is as per Government of India norms.**

** **VH : Reserved for persons with disability – Visually Handicapped (VH); Persons suffering from not less than 40% of the VH shall alone be eligible for the benefit of reservation. Physical requirement and categories of disability for the job is as per Government of India norms.**

Post anticipated vacant as on 1.12.2016.