



AIZAWL, MIZORAM – 796 004

Post Box No. 190, Gram : MZU, Phone : 0389-2330654, Fax : 0389-2330834

No.3/2-4/2015-Adm-II(Estt)/15-30

Dated Aizawl, the 15<sup>th</sup> September, 2015

## **EMPLOYMENT NOTICE**

Applications are invited for filling up of various Group 'A', 'B' and 'C' Non-teaching posts in Mizoram University and Pachhunga University College as tabled at **Annexure-I**. The prescribed format of application may be seen at **Annexure-II, III & IV**.

### **TERMS AND CONDITIONS**

1. The prescribed format of application appearing at **Annexure-II, III & IV** and other required materials may be downloaded from Mizoram University (MZU) website, [www.mzu.edu.in](http://www.mzu.edu.in) in A-4 size paper. The same may also be obtained from **Administration-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) Female 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 and supported with documents, 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 stage of the recruitment processes shall 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 HSLC or equivalent 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, copies at **Annexure-III**.
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. Applications 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 obtaining the same does not entitle candidates to be called for further examination/personal interview. In the event of number of candidates obtaining 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, summarily.
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 **15<sup>th</sup> August, 2015, copy at Annexure-IV**, by the competent authority. To avoid delay in submission of applications, OBC candidates are allowed to apply with their OBC Certificate issued before **15<sup>th</sup> August, 2015**; 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. Female 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 **12.10.2015**. Separate application is required for post bearing different Post Code. The application along with Bank Draft/MZU Receipt may be submitted to the **Joint Registrar, Administration-II, 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**

## I. DETAILS OF THE VACANT POSTS IN MIZORAM UNIVERSITY

**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><b>Director, College Development Council</b></p> <p><i>PB-4, Rs 37,400 – 67,000 with GP Rs 10,000</i></p> <p><i>The appointment is for a tenure up to 5 years.</i></p> <p><i>Age of superannuation: 62 years</i></p>	1 (UR)	DRCM	Preferably below 57 years	<p><b>Essential:</b></p> <p>(i) Master's degree with at least 55% of the marks or its equivalent grade B in the UGC seven-point scale from a recognized Institute/University.</p> <p>(ii) At least 3 years of experience as Associate Professor in the AGP of Rs 9000 along with experience in educational administration;</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education;</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p>
2.	<p><b>Deputy Registrar</b></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 for a period of 3 years</i></p>	1 (UR)	DRM	Not applicable	<p><b>Deputation / Short-term Contract :</b></p> <p>Officers from the Central / State Government, Universities and other Autonomous organizations :-</p> <p>Holding analogous posts on regular basis;</p> <p style="text-align: center;"><b>OR</b></p> <p>With 5 years' regular service in the PB-3, Rs.15,600-39,100 with GP Rs.6,600/-</p>

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
3.	<p><b>Internal Audit Officer</b></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)	IAOM	Not applicable	<p><b>Deputation/Short-term Contract:</b> Officers belonging to Audit and Accounts Services or other similar services:-</p> <p>holding analogous posts on regular basis; <b>OR</b> with 3 years' regular service in the PB-3 Rs 15600 – 39100 with GP Rs 6600; <b>OR</b> with 5 years' regular service in the PB-3 Rs 15600 – 39100 with GP Rs 5400.</p>
4.	<p><b>Computer Programmer</b></p> <p><i>PB-3, Rs 15,600 – 39,100 with GP Rs 5,400</i></p>	1 (UR)	COPM	Not exceeding 35 years	<p><b>Essential:</b> M.E./M.Tech. (Computer Science &amp; Engg./I.T./ ECE); <b>OR</b> MCA with 2 years' experience in relevant area; <b>OR</b> M.Sc. (Computer Science) with 3 years' experience in the relevant area; <b>OR</b> B.E./B.Tech. (Computer Science &amp; Engg./I.T./ECE) with 3 years' experience in relevant area.</p>

**GROUP – B & C**

<b>Sl. No.</b>	<b>Name of Post / Pay Band + Grade Pay</b>	<b>No. of Post / Reservation</b>	<b>Post Code</b>	<b>Upper Age Limit</b>	<b>Educational / Desirable / Other Qualifications</b>
1.	<b>Section Officer</b> <i>PB-2, Rs 9,300 – 34,800 with GP Rs 4,600</i>	1 (UR)	SOM	Not exceeding 35 years	<b>Essential:</b> (i) Bachelor's degree from a recognized University with working knowledge of computer applications. (ii) 3 years' experience as Assistant or equivalent in the PB-2 Rs.9300-34800 with GP Rs.4200 in the Central / State Government / PSUs / Statutory / Autonomous Bodies;  <b>OR</b> 8 years' experience as UDC or equivalent in the PB-1 Rs.5200-20200 with GP Rs.2400 in the Central / State Government / PSUs / Statutory / Autonomous Bodies  <b>Desirable:</b> Master's degree from a recognized Institution / University.
2.	<b>Private Secretary</b> <i>PB-2, Rs 9,300 – 34,800 with GP Rs 4,600</i>	1 (OBC)	PRSM	Not exceeding 35 years	<b>Essential:</b> (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.

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
3.	<b>Research-cum-Statistical Officer</b>  <i>PB-2, Rs 9,300 – 34,800 with GP Rs 4,600</i>	1 (UR)	RSOM	Not exceeding 35 years	<p><b>Essential:</b></p> <p>(i) Master's degree in Statistics / Mathematical / Statistics /Applied Statistics;</p> <p style="text-align: center;"><b>OR</b></p> <p>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.</p> <p>(ii) 2 years experience in collection, compilation, tabulation, analysis &amp; interpretation of Statistical Data in a Central/ State Govt., PSUs/Statutory Bodies/ Autonomous Organizations.</p> <p><b>Desirable:</b> PG Diploma in Computer Applications (PGDCA) or equivalent.</p>
4.	<b>Coach (Badminton)</b>  <i>PB-2, Rs 9,300 – 34,800 with GP Rs 4,200</i>	1 (SC)	COAM	Not exceeding 30 years	<p><b>Essential:</b> Diploma in Coaching from Sports Authority of India, National Institute of Sports, Patiala or from any other recognized University/Institution;</p> <p style="text-align: center;"><b>OR</b></p> <p>Participation in Olympic / Asian Games / World Championship with Certificate Course in Coaching.</p> <p><b>Desirable:</b> Bachelor's degree in Physical Education.</p>

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
5.	<b>Technical Assistant (Library &amp; Information Science)</b>  <i>PB-1, Rs 5,200 – 20200 with GP Rs 2,800</i>	1 (UR)	TAM	Between 18 and 25 years	<b>Essential:</b> Bachelor's Degree in Library & Information Science (BLIS) with two years of experience in a recognized Library. <b>OR</b> Master's Degree in Library & Information Science (MLIS)  <b>Desirable :</b> Hands-on experience in Library Software Packages
6.	<b>Semi-Professional Assistant</b>  <i>PB-1, Rs 5,200 – 20200 with GP Rs 2,800</i>	1 (UR)	SPAM	Between 18 and 27 years	<b>Essential:</b> Bachelor's degree in Library & Information Science  <b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA
7.	<b>Lower Division Clerk *</b>  <i>PB-1, Rs 5,200 – 20200 with GP Rs 1,900</i>	7 (ST-3, UR-4)	LDM	Between 18 and 27 years	<b>Essential:</b> (i) Class 12 <sup>th</sup> 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.  <b>Desirable :</b> Bachelor's degree from a recognized Institute/University and working experience in Government of Organization of repute.



Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
8.	<b>Despatch Rider</b> <i>PB-1, Rs 5,200 – 20200 with GP Rs 1,900</i>	1 (UR)	DRM	Between 18 and 25 years	<b>Essential:</b> (i) Class 10 <sup>th</sup> standard from a recognized School / Board (ii) Possession of a valid driving license for Motor-cycles (iii) 2 years' experience in driving Motor-cycle. (iv) Knowledge of Motor-cycle mechanism (The candidate should be able to remove minor defects in vehicles). (v) Ability to read English and Hindi / Mizo.
9.	<b>Multi-Tasking Staff **</b> <i>PB-1, Rs 5,200 – 20200 with GP Rs 1,800</i>	4 (2-ST, 2-UR)	MTSM	Between 18 and 25 years	<b>Essential:</b> Class 10 <sup>th</sup> standard from a recognized School/Board; <b>OR</b> ITI pass where technical qualifications are considered necessary <b>Desirable:</b> Working knowledge of English

## II. DETAILS OF THE VACANT POSTS IN PACHHUNGA UNIVERSITY COLLEGE

### GROUP – C

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	<b>Despatch Rider</b> <i>PB-1, Rs 5,200 – 20200 with GP Rs 1,900</i>	1 (ST)	DRPC	Between 18 and 25 years	<b>Essential:</b> (i) Class 10 <sup>th</sup> standard from a recognized School / Board (ii) Possession of a valid driving license for Motor-cycles (iii) 2 years' experience in driving Motor-cycle. (iv) Knowledge of Motor-cycle mechanism (The candidate should be able to remove minor defects in vehicles). (v) Ability to read English and Hindi / Mizo.
2.	<b>Carpenter</b> <i>PB-1, Rs 5,200 – 20200 with GP Rs 1,900</i>	1 (UR)	CPUC	Between 18 and 25 years	<b>Essential:</b> ITI trade certificate (1 year duration) with 2 years' relevant experience.
3.	<b>Multi-Tasking Staff **</b> <i>PB-1, Rs 5,200 – 20200 with GP Rs 1,800</i>	4 (2-ST, 2-UR)	MTSP	Between 18 and 25 years	<b>Essential:</b> Class 10 <sup>th</sup> standard from a recognized School/Board; <b>OR</b> ITI pass where technical qualifications are considered necessary  <b>Desirable:</b> Working knowledge of English

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
4.	<b>Laboratory Attendant</b>  <i>PB-1, Rs 5,200 – 20200 with GP Rs 1,800</i>	1 (UR)	LAPC	Between 18 and 25 years	<p><b>Essential:</b> Class 10<sup>th</sup> standard (with Science as one of the subjects) from a recognized School / Board.</p> <p style="text-align: center;"><b>OR</b></p> <p>ITI Trade Certificate in the relevant area.</p> <p><b>Desirable:</b> Class 12<sup>th</sup> standard in Science subject from a recognized Board / University.</p>

**Notes :** \* **Lower Division Clerk :** The applications already submitted vide advertisement No.3/3-3/2014-Adm-II dt.11.7.2014 for filling up the post of LDCs need not submit a fresh application. However, if there are applicants who possess a new degree / certificate etc., he / she may submit information supported by relevant documents / certificates to the Joint Registrar, Administration-II, Mizoram University, Aizawl, Mizoram – 796 004 latest by 12.10.2015.

\*\* **Multi-Tasking Staff :** In keeping with the general norms and principles of ‘Multi-Tasking Staff’, applicants are informed to submit Driving Licence, Industrial / Corporate proficiency certificates etc., if any, in addition to the essential requirement, indicating added / multi-skilling proficiencies.

*for office use:*

**ANNEXURE – II**

**MIZORAM UNIVERSITY : AIZAWL**  
*(Application form – Prescribed format)*

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

**Advertisement No. : No.3/2–4/2015–Adm-II(Estt)/15-30 dated 15<sup>th</sup> September, 2015**

**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. Permanent Address :

Vill./Town/City :

District :

State :

PIN Code :

10. Address for Correspondence :

Phone :

E-mail :

11. Academic records beginning with High School Examination:

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

12. Technical qualifications, if any:

13. 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:

14. 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 :

**Authorized signatory  
Name & Official 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 :

**Authorized signatory  
Name & Official Seal**

**ANNEXURE-IV**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kumari \_\_\_\_\_  
son/daughter of \_\_\_\_\_ of village / town  
\_\_\_\_\_ in the State / Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_  
Community which is recognized as a backward class under the Government of India, Ministry of  
Social Justice and Empowerment's Resolution No. \_\_\_\_\_  
dated \_\_\_\_\_. \* Shri/Smt./Kumari \_\_\_\_\_  
and/or his/her family ordinarily reside(s) in the \_\_\_\_\_  
District / Division of the State/Union Territory. This is also to certify that he/she does not belong to  
the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government  
of India, Department of Personnel & Training O.M.No.36012/22/93-Estt.(SCT) dated 8.9.1993\*\*.

**District Magistrate  
Deputy Commissioner etc.**

Date :

Seal

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\* - The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

Note :- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.