



**MANIPUR UNIVERSITY
CANCHIPUR: IMPHAL**

ADVERTISEMENT NO. 1 /2019

Dated, the 27th May, 2019

No. MU/6/14/2019/Admn.I (Pt): Applications in the prescribed form are invited from Indian Nationals for filling up the following Group-A posts in the Manipur University.

Post Code	Name of Post	Scale of pay (Revised)	Pay Level in the Pay Matrix	No. of Post	To be filled by the following category
01.	Registrar	Rs. 144200-218200/-	Level-14	1	UR
02.	Controller of Examinations	Rs. 144200-218200/-	Level-14	1	UR
03.	Librarian	Rs. 144200-218200/-	Level-14	1	UR
04	Finance Officer	Rs. 144200-218200/-	Level-14	1	UR
05	Director, UGC, HRDC	Rs. 144200-218200/-	Level-14	1	UR
06.	Principal Manipur Institute of Technology (MIT)	Rs. 144200-218200/-	Level-14	1	UR
07.	Deputy Librarian	Rs.79800-211500/-	Level-12	1	UR
08.	Deputy Finance Officer	Rs.78800-209200/-	Level-12	1	UR
09.	University Engineer	Rs.78800-209200/-	Level-12	1	UR
10.	Systems Manager	Rs.78800-209200/-	Level-12	1	UR
11.	Information Scientist	Rs. 56100-177500/-	Level-10	1	OBC
12.	Assistant Registrar	Rs. 56100-177500/-	Level-10	4	1-UR 1-SC 1-PWD (UR) 1-OBC
13	Programmer	Rs. 56100-177500/-	Level-10	1	UR
14.	Medical Officer	Rs. 56100-177500/-	Level-10	1	UR
15.	Curator	Rs. 56100-177500/-	Level-10	1	UR
16.	Public Relations Officer	Rs. 56100-177500/-	Level-10	1	UR
17.	Hindi Officer	Rs. 56100-177500/-	Level-10	1	UR

Application form and General terms and conditions can be downloaded from the University website: www.manipuruniv.ac.in or can be obtained from the University Cash Counter on payment of Rs. 100/- in cash.

Application fee of Rs. 1000/- for UR & OBC candidates and Rs. 400/- for SC/ST/PWD candidates has to be remitted through RTGS/NEFT to State Bank of India, Manipur University Branch, Canchipur, Imphal, India on Account No. 35870889269 and IFSC: SBIN0005320.

Duly filled in application form complete in all respect along with relevant documents and proof of fee submission must reach to **The Registrar, Manipur University, Canchipur, Imphal – 795003**, preferably through speed post/registered post on/before the 29th June, 2019.

Those in service should apply through proper channel.

The candidates who had applied earlier for the posts against the **Advt. No.2/2011 dated 28th March 2011**, **Advt.No.2/2011 dated 22nd December 2011**, **Advt. No. 1./2014 dated 22nd October, 2014**, **Advt. No. 2/2015 dated 16th December, 2015** and **Advt. No. 1/2017 dated 3rd August, 2017** need not apply afresh but may update their bio-data, if willing.

The '**Name of the Post Applying For**' must be clearly mentioned on the envelope containing the application.

(T. Shantikumar Singh)
Deputy Registrar (Admn.)



**MANIPUR UNIVERSITY
CANCHIPUR: IMPHAL**

ADVERTISEMENT NO. 1 /2019

Dated, the 27th May, 2019

No. MU/6/14/2019/Admn.I (Pt): Applications on prescribed form are invited from Indian Nationals for filling up the following posts.

Registrar, Controller of Examinations, Librarian, Principal Manipur Institute of Technology, Deputy Librarian, Deputy Finance Officer, Director, UGC, HRDC, University Engineer, Systems Manager, Information Scientist, Assistant Registrar, Programmer, Medical Officer, Curator, Public Relations Officer and Hindi Officer.

Application forms and details of essential qualifications, experience, etc. can be downloaded from the University website www.manipuruniv.ac.in under recruitment or can be obtained from the University cash counter on payment of Rs. 100.

The candidates who had applied earlier for the posts against the **Avt. No.2/2011 dated 28th March 2011**, **Avt.No.2/2011 dated 22nd December 2011**, **Advt. No. 1./2014 dated 22/10/2014** and **Advt. No. 2/2015 dated 16.12.2015** and **Advt. No. 1/2017 dated 3rd August, 2017** need not apply afresh but may update their bio-data, if willing.

The last date of submission of application is on 29.06.2019

(T. Shantikumar Singh)
Deputy Registrar (Admn.)

**MANIPUR UNIVERSITY
CANCHIPUR: IMPHAL**

Essential Qualification

Post Code	Name of Post	Essential Qualifications
01	Registrar	<p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of "B" in the University grants Commission 7 point scale.</p> <p>(ii) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7,000/- and above or with 8 years' of service in the AGP of Rs. 8, 000/- 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 shall be as Deputy Registrar or an equivalent post.</p>
02	Controller of Examination	<p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of "B" in the University grants Commission 7 point scale.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7,000/- and above or with 8 years' of service in the AGP of Rs. 8, 000/- 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 shall be as Deputy Registrar or an equivalent post.</p>
03	Librarian	<p>I. <u>Minimum essential qualifications and experience</u></p> <p>(i) A Master's degree in Library Science/Information Science/ Documentation Science with at least 55% of the marks or an equivalent grade in a point scale, wherever grading system is followed.</p> <p>(ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.</p> <p>(iii) Evidence of innovative library services, including integrated of ICT in Library.</p> <p>(iv) A Ph.D. Degree in library science/Information science/ documentation/archives and manuscript keeping.</p>

Contd/-

04.	Finance Officer	<p>(i) Master' s Degree with a least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 15 years of experience as Assistant Professor along with experience in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or</p> <p>(iii) Comparable experience in research establishment and/or other Institutions of higher education or</p> <p>(iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
05	Director UGC, HRDC	<p>A.</p> <p>i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2. of (UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018)</p> <p>ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.</p>
06	Principal Manipur Institute of Technology (MIT)	<p>I. Minimum essential qualifications and experience ;</p> <p>a) BE/B.Tech. and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B Tech or ME/M.Tech. and Ph.D. or equivalent in relevant discipline.</p> <p>b) Post Ph.D. publications and guiding Ph.D. students is highly desirable.</p> <p>II. Experience</p> <p>Minimum of 10 years experience in teaching/ Research/ Industry out of which at least 3 years shall be at the level of Professor</p> <p style="text-align: center;">OR</p> <p>Minimum of 13 years experience in teaching and/ or Research and/or Industry.</p> <p>In case research experience, good academic record and books/ research paper publication/ IPR/patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising/designing, developing, planning, executing, analysing, quality control innovating, training, technical books/ research paper publications/ IPR / patents, etc.as deemed fit by the expert members of the Selection committee.</p> <p>Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered vaild.</p>

07	Deputy Librarian	<p>i) A Master's degree in library science/information science/documentation science with at least 55% of the marks or an equivalent grade in a point scale, wherever grading system is followed.</p> <p>(ii) Eight years experience as an Assistant University Librarian/ College Librarian.</p> <p>(iii) Evidence of innovative library service including integrated of ICT in Library.</p> <p>(iv) A Ph.D. Degree in library science/Information science/ Documentation Science/Archives and manuscript keeping/ computerisation of library.</p>
08	Deputy Finance Officer	<p>A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; along with</p> <p>(i) Nine years' of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration, or</p> <p>(ii) Comparable experience in research establishment and/or other institutions of higher education, or</p> <p>(iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post</p>
09	University Engineer	<p>B.E. (Civil/Electrical) from a recognised University institute.</p> <p>Experience</p> <p>6 (six) years experience in the grade of Assistant Engineer in the grade pay of Rs. 5400/- plus 4 years experience as Executive Engineer in the grade pay of 6600/- in a Govt. Engineering Department or in an Engineering branch in a University/ Semi-Govt. organisation.</p>
10	Systems Manager	<p>M.Sc. (Comp.Sc)/B.E. (Comp.Sc.)/B.E. (Comp.Sc.) with at least 55% of marks and 9 years experience of extensive programming and system management.</p> <p style="text-align: center;">OR</p> <p>MCA/M.Tech. (Comp.Sc.) with 55% of marks and 8 years' experience of extensive programming and system management.</p> <p style="text-align: center;">OR</p> <p>M.Sc. in Mathematics or Physical Sciences/B.E. in non-Computer branch with 55% of marks and 10 years experience of Computer Programming and system management.</p> <p>Desirable: Experience in Computer Networking, Network Management.</p>

11	Information Scientist	<p>B.E. (Computer) OR B.Tech (CSE) OR MCA OR Master degree in Library and Information Science (M.Lib or M. Lib. I. Sc) and Post Graduate Diploma in Computer Applications (PGDCA)</p> <p style="text-align: center;">OR</p> <p>Bachelor degree in Library and Information Science (B.Lib or B. Lib.I. Sc.) with three years experience in the field and Post Graduate Diploma in Computer Applications (PGDCA) All Degrees/Diploma shall be from recognized University/ institutions with minimum 55% marks. The candidates will have to appear at the following written examination (Paper –I & Paper-II)</p> <p><u>Paper -I</u> General English [Essay, Office precis, Drafting and Applied English Grammer] 30 marks University Acts & Statutes 20 marks</p> <p><u>Paper-II</u> Basic Com, & Information Tech. 50 marks</p>
12	Assistant Registrar	<p>Good academic record plus Master’s degree with at least 55% of the marks or its equivalent grade of ‘B’ in the UGC 7 points scale.</p> <p>The candidates will have to appear at the following written examination (Paper –I & Paper-II)</p> <p><u>Paper -I</u> General English [Essay, Office precis, Drafting and Applied English Grammer] 30 marks University Acts & Statutes 20 marks</p> <p><u>Paper –II</u> General Financial Rules 20 marks F.R. & S.R. 30 marks</p>
13	Programmer	<p>B. Tech (CSE) OR B.E. (Computer) OR M.Sc. (Physical Sciences), DCA with 1 years experience in computer; OR MCA</p> <p>The Candidates will have to appear at the following writeen examination (Paper-I & Paper-II)</p> <p><u>Paper-I</u> General English [Essay,Office precis, Drafting and Applied English Grammer] 30 marks University Acts & Statutes 20 marks</p> <p><u>Paper-II</u> Basic Com. & Information Tech. 50 marks</p>
14	Medical Officer	<p>MBBS or equivalent qualification as per Medical Council of India norms.</p> <p>Desirable : PG Degree in Medicine Age limit : 35 years</p>

15	Curator	<ol style="list-style-type: none"> 1. Master's degree with at least 55% marks of a recognized University in Museology or its equivalent/ History of Arts; OR Master's degree in Indian History/Archaeology/Anthropology/ Fine Arts with at least 55% marks or its equivalent and PG diploma in Museology of a recognized institution or equivalent; 2. Three years experience in a Museum of National/Regional Importance under the control of Central Government/State Government/Union Territories. 3. Age limit: Below 45 years.
16	Public Relations Officer	<ol style="list-style-type: none"> 1. Master's degree in Public Relations/Mass Communications and Journalism with at least 55% marks of a recognized University or its equivalent grade of "B" in the UGC 7 points scale. OR Master's degree with at least 55% marks or its equivalent grade of "B" in the UGC 7 points scale.and PG diploma in Public Relations/Journalism/Media Relations or equivalent; 2. 2 years relevant experience in the Editorial Department/Centre of any established Newspaper, National News Agency or Radio/ Television or Film Media/Educational Institution/Govt. Dept./PSU or research in relevant field. 3. Knowledge of computer applications. 4. Good Command over English & Hindi. 5. Age limit: Below 45 years. <p>Desirable:</p> <ol style="list-style-type: none"> i) Experience in editing/independent reporting/perparation of Press release. ii) Knowledge of one or more additional Indian languages.
17	Hindi Officer	<ol style="list-style-type: none"> (i) Post graduate degree in Hindi/equivalent form recognized University with 55 % marks. Besides, this at the level of graduation the candidated must have English as a subject; (ii) 5 years experience of technical work in Hindi and/or translation from English into Hindi and vice versa. Preference will be given to technical or scientific literary works or 5 years experience of Hindi teaching, research, writing or journalism. <p>Desirable: Knowledge of Sanskrit or any Indian Language. Age limit : Not more than 40 years. Five years relaxation in age limit will be given for the employees of Central Government/State Government/Universities nad autonomous Institutions. Relaxation for SC, ST and OBC candidate will be given according to the norms of the Government of India. Age limit will be calculated from the last date of submission for application form:</p>

GENERAL TERMS & CONDITIONS

1. Candidates should possess the minimum qualification at the time of submission of applications. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to be terminated forthwith as per this clause. In case of any ambiguity in the recruitment rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.
2. Candidate who is already in service shall submit his application through proper channel/However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate" from the employer failing which he shall not be allowed to appear in the test / interview as the case may be.
3. The University will not be responsible for any loss or delay in transit of the application. Incomplete application will be rejected outright. Filling all mandatory fields is required to make your application complete. The application received after the last date will not be entertained.
4. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
5. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.
6. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria including holding written test may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit or higher marks in the written test will be given preference.
7. **The University reserves the right to withdraw any advertised post(s)** at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change i.e., either to increase or decrease. The University may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit. The University may, at its discretion, fill up any future vacancy belonging to Gen./SC/ST/OBC as per roster point out of the available candidates. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

9. Relaxation for SC, ST and OBC candidate will be given according to the norms of the Government of India. Candidates belonging to SC/ST/PWD/OBC should intimate their category by enclosing copies of the necessary documents.
10. The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be, duly extended by UGC.
11. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
12. Candidates applying for more than one post should submit separate applications along with prescribed application fee. Only those online application who submit the hard copy printout along with necessary documents and Bank Draft will be considered.
13. Applicants downloading application form from website will have to pay application fee of Rs. 1000/- (Rs. 400 for SC/ST/PWD).
14. No interim correspondence shall be entertained. Fees once paid at the time of submission of application are not refundable. No TA/DA will be paid for attending written test/skill test/interaction.
15. Amendments/changes, if any, in the advertisement shall be published on the University website www.manipuruniv.ac.in



(T. Shantikumar Singh)
Deputy Registrar (Admn.)



MANIPUR UNIVERSITY: CANCHIPUR
(A Central University)
Imphal 795003, Manipur, India

Affix recent
passport size
photograph
and self attest
across it

APPLICATION FORM FOR NON-TEACHING GROUP 'A' POSTS

To be filled in by the Applicant's own handwriting.
(Use separate form for each post. Incomplete application will not be entertained)
(Please read the instruction carefully given in the eligibility criteria before filling up the form.)

1. Advertisement No. : _____
2. Post applied for : _____
3. Post Code : _____
4. Name of the applicant (in block) : _____
5. Father's name : _____
6. Mother's name : _____
7. Date of birth: (dd-mm-yyyy) : - -
8. Sex : Male Female Third Gender
9. Whether belongs to : _____
ST/SC/OBC/PWD (If Yes, enclosed certificate as per government of India guidelines)
10. Application fee:

Demand Draft No.	Bank Name	Bank Branch	Amount (₹)

(Please write the name and the post applied for on the back of the Demand Draft)

11. Religion : _____
12. Marital Status : _____
13. Nationality : _____
14. Address for correspondence : _____
 _____ District: _____
 State: _____ Pin Code: _____
15. Permanent Address : _____
 _____ District: _____
 State: _____ Pin Code: _____

16. State of Domicile : _____
17. Mobile No. : _____
18. Email : _____
19. **(A)** Academic qualifications:

(HSLC onwards, please attach attested copies of certificates & mark sheets in the same order. Convert the Grade points to percentage of marks):

Examinations passed	Board/University	Year of passing	% of marks	Division	Subjects	Distinction achieved

(B) Professional /Service Experience:
(Give particulars in descending order starting with the present post)

Name of the employer (Please indicate whether Govt./Quasi Govt./ Autonomous/ Private)	Post held	Last basic pay drawn with pay scale	Period		Nature of assignment
			From	To	

Declaration: *I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand if at any time it is found that I have concealed any information or have given any incorrect data, my candidature/appointment may be cancelled/terminated without any notice or compensation. s*

Place: _____

(Signature of the applicant)

Date : _____