



AIZAWL, MIZORAM – 796 004

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

No.3/8-6/2018-Estt(NT)/176-184

Dated Aizawl, the 16<sup>th</sup> Dec.,2019

## **EMPLOYMENT NOTICE**

Applications are invited for filling up of various Group ‘A’, ‘B’ and ‘C’ Non-teaching posts under **Mizoram University and Pachhunga University College** as tabled vide **Annexure-I and II**.

### **TERMS AND CONDITIONS**

1. The prescribed format of application appearing at **Annexure-III, IV & V** 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 Section, Mizoram University** by paying Rs 50.00.
2. The prescribed application fee is Rs 200.00 (*Rs 100.00 for SC/ST applicant on submission of supporting Certificate*) 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. Applications received after the last date of submission, incomplete application in any respect and any fresh paper/ enclosures after the closing date shall not be entertained. The University will not be responsible for postal delays. 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/ written examination. Such candidates are also required to produce 'Integrity Certificate' and 'Vigilance Clearance Certificate' at the time of interview/ written examination, 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 **1<sup>st</sup> 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 1<sup>st</sup> 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 **20.1.2020**. 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, 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.



**(Prof. LALNUNDANGA)**  
**Registrar**

**MIZORAM UNIVERSITY****Group - A**

<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>Director, College Development Council</b>  <i>Level 14 in the Pay Matrix (Pre-revised PB-4 Rs 37400 – 67000 with GP Rs 10000)</i>	1 (UR)	CDC	Preferably below 57 years	<b>Essential:</b> (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. (ii) At least 3 years of experience as Associate Professor in the AGP of Rs 9000 along with experience in educational administration; <b>OR</b> Comparable experience in research establishment and/or other institutions of higher education; <b>OR</b> 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
2.	<b>Hindi Officer*</b>  <i>Level 10 in the Pay Matrix (Pre-revised PB-4 Rs 15600 – 39100 with GP Rs 5400)</i>	I (UR)	HOM	Not exceeding 35 years	<b>Essential:</b> (i) Master's degree in Hindi with English as a subject at the degree level from a recognized University; <b>OR</b> Master's degree in English with Hindi as a subject at the degree level from a recognized University; <b>OR</b> Master's degree in any subject with Hindi and English as a subject at the degree level from a recognized University; <b>OR</b> Master's degree in any subject with Hindi medium and English as a subject at the degree level from a recognized University; <b>OR</b>

					<p>Master's degree in any subject with English medium and Hindi as a subject at the degree level from a recognized University.</p> <p>(ii) 3 years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature;</p> <p style="text-align: center;"><b>OR</b></p> <p>3 years' experience of teaching, research, writing of journalism in Hindi.</p> <p>(iii) Knowledge of Computer Application.</p>
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### **GROUP- B**

<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>Private Secretary **</b> <i>Level 7 in the Pay Matrix (Pre-revised PB-2, Rs 9,300 – 34,800 with GP Rs 4,600)</i>	1 (OBC)	PSM	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.
2.	<b>Assistant</b> <i>Level 6 in the Pay Matrix (Pre-revised PB-2, Rs 9,300 – 34,800 with GP Rs 4,200)</i>	3 (1 UR, 1 ST, 1 OBC***)	ASM	Not exceeding 32 years	<b>Essential :</b> (i) Bachelor's degree from a recognized University. (ii) Any Certificate with Word Processing, Excel, Access and Power Point.
3.	<b>Coach (Badminton)****</b> <i>Level 6 in the Pay Matrix (Pre-revised PB-2, Rs 9,300 – 34,800 with GP Rs 4,200)</i>	1 (SC)	COM	Not exceeding 32 years	<b>Essential :</b> Diploma in Coaching from Sports Authority of India, National Institution of Sports, Patiala or from any other recognized University/Institution. <b>OR</b> Participation in Olympic / Asian Games / World Championship with Certificate Course in Coaching. <b>Desirable :</b> Bachelor's degree in Physical Education.

**GROUP- 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>Lower Division Clerk</b> <i>Level 2 in the Pay Matrix (Pre-revised PB-1, Rs 5,200 – 20,200 with GP Rs 1,900)</i>	17 (8 ST, 8 UR, 1 HH #)	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 30 wpm in English on Computer.  (iii) (ii) Any Certificate with Word Processing, Excel, Access and Power Point.  <b>Desirable :</b> Bachelor's degree from a recognized Institute / University and working experience in Government of Organization of repute.
2.	<b>Library Attendant</b> <i>Level 1 in the Pay Matrix (Pre-revised PB-1, Rs 5,200 – 20,200 with GP Rs 1,800)</i>	1 (ST)	LAM	Between 18 and 27 years	<b>Essential :</b> (i) Class 10 <sup>th</sup> Standard from a recognized School / Board. (ii) Certificate course in Library Science from a recognized Institution. (iii) Certificate course in computer application with at least 3 months duration from a Government recognized institute.  <b>Desirable :</b> Class 12 <sup>th</sup> Standard from a recognized School/Board.
3.	<b>Kitchen Attendant</b> <i>Level 1 in the Pay Matrix (Pre-revised PB-1, Rs 5,200 – 20,200 with GP Rs 1,800)</i>	2 (UR)	KTAM	Between 18 and 27 years	<b>Essential :</b> (i) Class 10 <sup>th</sup> Standard from a recognized School / Board. <b>OR</b> 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.

4.	<b>Multi-tasking Staff</b>  <i>Level 1 in the Pay Matrix (Pre-revised PB-1, Rs 5,200 – 20,200 with GP Rs 1,800)</i>	4 (2 UR, 1 ST, 1 VH ##)	MTM	Between 18 and 27 years	<b>Essential :</b> (i) Class 10 <sup>th</sup> Standard from a recognized School / Board. <b>OR</b> 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.  <b>Desirable :</b> Working knowledge of English.
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**Notes: \* The post is against Lien Vacancy for a period upto 4/11/2021; the post shall be filled up on Regular Basis on the expiry of Lien Period, provided the Lien Holder does not revert to Mizoram University.**

**\*\* Backlog reserved vacancy**

**\*\*\* One post of Assistant reserved for OBC is against Lien Vacancy for a period upto 21/7/2021; the post shall be filled up on Regular Basis on the expiry of Lien Period.**

**\*\*\*\* Backlog reserved vacancy**

**# 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.**

## ANNEXURE-II

**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>Security Inspector</b> <i>Level 5 in the Pay Matrix (Pre-revised PB-1, Rs 5,200 – 20,200 with GP Rs 2,800)</i>	1 (ST)	SIP	Not exceeding 30 years	<p><b>Essential:</b> Bachelor's degree with 2 years' experience as security supervisor/supervisory position in security in a Govt. Office, Educational Institution/Private Organization of repute;</p> <p><b>OR</b> Persons who have served in the Army at JCO level or such Uniformed service at JCO level or above with at least Class 12<sup>th</sup> standard pass;</p> <p><b>OR</b> Bachelor's degree with NCC 'B' certificate holders.</p> <p><b>Desirable:</b> Working knowledge of computer applications.</p>
2.	<b>Lower Division Clerk</b> <i>Level 2 in the Pay Matrix (Pre-revised PB-1, Rs 5,200 – 20,200 with GP Rs 1,900)</i>	1 (UR)	LDM	Between 18 and 27 years	<p><b>Essential :</b> (i) Class 12<sup>th</sup> standard from a recognized Board / University. (ii) Typing speed of 30 wpm in English on Computer. (iii) (ii) Any Certificate with Word Processing, Excel, Access and Power Point.</p> <p><b>Desirable :</b> Bachelor's degree from a recognized Institute / University and working experience in Government of Organization of repute.</p>



Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
3.	<b>Cook</b>  <i>Level 2 in the Pay Matrix (Pre-revised PB-1, Rs 5,200 – 20,200 with GP Rs 1,900)</i>	1(UR)	COP	Between 18 and 27 years	<b>Essential:</b> (i) Class 10 <sup>th</sup> standard from a recognized School/Board;  (ii) 3 years experience in cooking/catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities.  <b>Desirable:</b> (i) ITI Trade Certificate in Bakery & Confectionery (1 year duration)  (ii) Experience in preparation of vegetarian and non-vegetarian food items, both of South Indian/North Indian cuisine and Continental cuisine.
4.	<b>Multi-Tasking Staff</b>  <i>Level 1 in the Pay Matrix (Pre-revised PB-1, Rs 5,200 – 20,200 with GP Rs 1,800)</i>	5 (2 ST, 2 UR, 1VH #)	MTP	Between 18 and 27 years	<b>Essential:</b> (i) Class 10 <sup>th</sup> standard from a recognized School/Board;  <b>OR</b> ITI pass where technical qualifications are considered necessary.  (ii) Certificate course in computer application with at least 3 months duration from a Govt. recognized institute.  <b>Desirable:</b> Working knowledge of English.

**# 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.**

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