

No.3/8-6/2018-Estt(NT)/208

Dated Aizawl, the 30th March, 2021

EMPLOYMENT NOTICE

Applications are invited for filling up of various Group ‘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** 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 applicants on submission of supporting Certificate).

- (a) The prescribed fee shall be paid through SBI Collect (link available on MZU website). Select State of Corporate/Institution “**Mizoram**”; Type of Corporate/Institution “**Educational Institution**”; Educational Institutions Name “**MZU Finance**”; Select Payment Category “**Misc Payment**”.

OR

Payment may also be made through UPI to MZU UPI ID: **mzuaizawl@sbi**.
Alternatively, the following QR Code may be scanned for UPI payment



The transaction details shall be mentioned in the application form. Payment through physical instruments - Demand Draft/Cheque/Cash etc. will not be accepted.

- (b) Persons with Disabilities (PwDs) are fully exempted from payment of the prescribed fees on 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 written examination. Such candidates are also required to produce 'Integrity Certificate' and 'Vigilance Clearance Certificate' at the time of 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/EWS shall be supported by the Caste/Tribe certificate in a Govt. of India (GoI) prescribed format duly issued by the competent authority.
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 –ST - 5 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.

Age relaxation is not applicable to post unreserved (UR) except for applicants belonging to Persons with Disabilities i.e. age relaxation will not be given to SC/ST/OBC candidates applying against Unreserved (UR) posts.
20. Last date of receipt of complete application is **30.4.2021**. Separate application is required for post bearing different Post Code. The application 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.

Sd/-
(Prof. LALNUNDANGA)
Registrar

MIZORAM UNIVERSITY**Group – C**

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Laboratory Assistant <i>Level 4 in the Pay Matrix</i>	1 (ST)	LAM	Between 18 and 27 years	<p>Essential: Bachelor's degree in Science or other relevant field from a recognized Institute/University; OR Diploma in relevant field of Engineering/Technology from recognized Polytechnic/Institute; OR ITI trade certificate possessing Class 10th standard with 5 years of work experience in relevant field.</p> <p>Desirable: Experience in Science Laboratories of Academic/ Research institutions.</p>
2.	Stenographer <i>Level 4 in the Pay Matrix</i>	1 (UR)	STM	Between 18 and 27 years	<p>Essential: (i) Class 12th standard from a recognized Board/ University. (ii) Stenography in English with speed of 80 wpm. (iii) Knowledge of Computer Application.</p> <p>Desirable: Bachelor's degree from a recognized Institution/University.</p>

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
3.	Library Assistant <i>Level 3 in the Pay Matrix</i>	I (ST)	LIM	Between 18 and 27 years	<p>Essential: Bachelor's degree in Library & Information Science; OR Bachelor's degree with Diploma/Certificate in Library Science.</p> <p>Desirable: (i) Working knowledge of Computer Application as evidenced by a Diploma/Certificate Course. (ii) Typing, data entry operation or experience of working in a library.</p>
4.	Lower Division Clerk <i>Level 2 in the Pay Matrix</i>	2 (1 UR; 1 ST)	LDM	Between 18 and 27 years	<p>Essential : (i) Class 12th standard from a recognized Board / University. (ii) Typing speed of 30 wpm in English on Computer. (iii) Any Certificate with Word Processing, Excel, Access and Power Point.</p> <p>Desirable : Bachelor's degree from a recognized Institute / University and working experience in Government of Organization of repute.</p>
5.	Driver <i>Level 2 in the Pay Matrix</i>	1 (ST)	DRM	Between 18 and 27 years	<p>Essential: (i) Class 10th standard from a recognized School/ Board. (ii) Possession of a valid driving license for L/M/H motor vehicles issued by the competent authority. (iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 3 years.</p>

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
6.	Laboratory Attendant <i>Level 1 in the Pay Matrix</i>	1(UR)	LTM	Between 18 and 27 years	<p>Essential: (i) Class 10th standard (with Science as one of the subjects) from a recognized School/Board; OR ITI Trade Certificate in the relevant area.</p> <p>(ii) Certificate course in computer application with at least 3 months duration from a Govt. recognized institute.</p> <p>Desirable: Class 12th standard in Science subject from a recognized Board/University.</p>
7.	Multi-Tasking Staff <i>Level 1 in the Pay Matrix</i>	5 (3 UR; 1 ST; 1 EWS)	MTM	Between 18 and 27 years	<p>Essential: (i) Class 10th standard from a recognized School/Board; OR ITI pass where technical qualifications are considered necessary.</p> <p>(ii) Certificate course in computer application with at least 3 months duration from a Govt. recognized institute.</p> <p>Desirable: Working knowledge of English.</p>

ANNEXURE-II

PACHHUNGA UNIVERSITY COLLEGE**Group - C**

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Lower Division Clerk <i>Level 2 in the Pay Matrix</i>	1 (UR)	LDP	Between 18 and 27 years	<p>Essential :</p> <p>(i) Class 12th standard from a recognized Board / University. (ii) Typing speed of 30 wpm in English on Computer. (iii) Any Certificate with Word Processing, Excel, Access and Power Point.</p> <p>Desirable : Bachelor's degree from a recognized Institute / University and working experience in Government of Organization of repute.</p>
2.	Laboratory Attendant <i>Level 1 in the Pay Matrix</i>	1(ST)	LAP	Between 18 and 27 years	<p>Essential:</p> <p>(i) Class 10th standard (with Science as one of the subjects) from a recognized School/Board; OR ITI Trade Certificate in the relevant area. (ii) Certificate course in computer application with at least 3 months duration from a Govt. recognized institute.</p> <p>Desirable: Class 12th standard in Science subject from a recognized Board/University.</p>
3.	Bus Conductor <i>Level 1 in the Pay Matrix</i>	1(UR)	BCP	Between 18 and 27 years	<p>Essential:</p> <p>(i) Class 10th standard from a recognized School/Board; (ii) Valid Conductor License holder</p> <p>Desirable: Holder of valid Driving License for L/M/H Motor vehicle</p>

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
4.	Multi-Tasking Staff <i>Level 1 in the Pay Matrix</i>	3 (2 UR; 1 ST)	MTP	Between 18 and 27 years	<p>Essential: (i) Class 10th 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 Govt. recognized institute.</p> <p>Desirable: Working knowledge of English.</p>

for office use:

ANNEXURE – III

MIZORAM UNIVERSITY : AIZAWL

(Application form – Prescribed format)

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

Advertisement No. : 3/8-6/2018-Estt.(NT)/208 Dated Aizawl, the 30th March, 2021

Name of post applied: _____

Post Code: _____

1. Receipt No./ Remarks _____ Date: _____ Amount: Rs. _____

2. Name of the Applicant :
(in block letters)

3. Sex :

4. Father's Name :

5. Date 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**