



# NAGALAND UNIVERSITY

(A Central University Estd. By the Act of Parliament No.35 of 1989)

Headquarters : Lumami - 798627

No.F.A.238/ESTT-I/2013(VOL-II)- 2966

Dated: Lumami the 20<sup>th</sup> August, 2019.

## ADVERTISEMENT

No.03/2019

Applications on prescribed format are invited for the following Non-Teaching posts in Nagaland University. The application form can be downloaded from the Nagaland University website [www.nagalanduniversity.ac.in](http://www.nagalanduniversity.ac.in). **The last date of receipt of application is 20<sup>th</sup> September, 2019. The University will not be responsible for postal delay.**

Sl.No	Name of the post	No of post(s)	Reservation	Pay Matrix
1	Junior Stenographer	1	PWD(VH)	Pay level-4
2	Lower Divisional Clerk	1	UR	Pay level-2
3	Work Assistant(Electrical)	1	ST	Pay level-2
4	Plumber	1	UR	Pay level-2
5	Driver	1	ST	Pay level-2
6	Cook	1	ST	Pay level-2
7	Gestetner Operator	1	ST	Pay level-2
8	MTS (Library Attendant)	3	2 UR, 1 ST	Pay level-1
9	MTS (Peon)	5	3UR, 2 ST	Pay level-1

Abbreviation : UR :Unreserved ST: Scheduled Tribe PWD : Persons With Disabilities  
VH : Visually Handicapped

### Qualification & Experience

<b>1. Junior Stenographer</b>	<p>i) 12<sup>th</sup> class pass or equivalent qualification from recognised Board or University with Diploma in Stenography</p> <p>Desirable: i) Working knowledge of Computer ii) Proficiency in English</p> <p><b>Age Limit:</b> Between 18 and 27 years</p>
<b>2. Lower Divisional Clerk :</b>	<p>i) 12<sup>th</sup> class pass or equivalent qualification from recognised Board or University;</p> <p>ii) Should pass type writing in English with minimum speed of 35 w.p.m. on computer( 35 w.p.m. correspond to 10500 KDPH on average of 5 key depressions for each word) (Time allowed-10 minutes)</p>

  
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	Desirable: Bachelor Degree <b>Age Limit:</b> Between 18 and 27 years
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<b>3. Work Assistant (Electrical) :</b>	HSLC with relevant ITI certificate and with knowledge and experience in relevant field <b>Desirable:</b> 3years work experience in the line <b>Age Limit:</b> 28 years.
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<b>4. Plumber :</b>	HSLC with ITI certificate on Plumbing <b>Desirable:</b> 3years work experience in the line <b>Age Limit:</b> 28 years.
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<b>5. Driver :</b>	i) HSLC ii) Holder of valid Driving License for L/M/H Passenger Motor vehicle. <b>Desirable:</b> Working knowledge of Hindi and English. <b>Age Limit:</b> 28 years.
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<b>6. Cook :</b>	i) HSLC ii) Experience in cooking/ catering services in institutions/ Guest Houses, Hospices etc. <b>Desirable:</b> Working knowledge of local language and Hindi/English <b>Age Limit:</b> 28 years
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<b>7. Gestetner Operator :</b>	HSLC with 3 years experience in the line under Govt./Autonomous bodies or Private firms <b>Age Limit:</b> 28 years.
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8. MTS( Library Attendent)	HSLC Desirable: Working knowledge of Computer Age Limit: 28 years
9. MTS (Peon)	HSLC Age Limit: 28 years

### TERMS & CONDITIONS

1. **Applicants must apply on prescribed form available on website. Applications filled and received other than prescribed form will be rejected.**
2. The envelope containing the application form must indicate the name of the post, advertisement No. and date of advertisement on the top of the envelope.
3. Application fee (**excluding bank charges**) of Rs.500/- (General/OBC Category) and Rs.250/- (SC/ST/EWS category) (Non-Refundable) must be deposited in favour of **Nagaland University Account No. 33797581389 payable at State Bank of India, Lumami Branch (IFSC Code No-SBIN0013380). Counterfoil issued by the Bank /Nagaland University Challan shall be attached to the application as proof of the deposit. No other mode of payment will be accepted and such applications will summarily be rejected. Application fees once paid shall not be refunded under any circumstances. The candidates from PWD category are exempted from payment of application fee.**
4. Applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/ Autonomous Bodies must send their applications "**Through Proper Channel**". The applications received without the recommendations of the employers will not be considered.
5. Separate application along with application fee should be submitted for each post applied for.
6. A recent coloured passport size photograph should be affixed on the right hand top corner of the application (Two *additional photographs must be accompanied with the application*).
7. Self Attested copies of Mark Sheets, Proof of birth, Educational Certificates, and Experience Certificates (wherever applicable) etc. must be attached to the application. Incomplete applications or without relevant supporting enclosures will be out rightly rejected.
9. Applications of the ineligible candidates are liable to be rejected.
10. Stringent criteria may be applied while short listing the applications. Only short listed candidates will be called for written test. The University reserves its right to limit the total number of candidates to be called for written test.
11. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.

  
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12. Number of posts advertised may be treated as tentative. The University reserves the right to increase/ decrease the number of posts.
13. University will not be responsible for late/non receipt of call letters for written test due to postal delay.
14. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper/enclosures after closing date, shall not be considered.
15. Candidates if found indulging in canvassing in any form will be disqualified.
16. University shall verify the antecedents or documents submitted by candidates at any time during the process of recruitment/service. In case, it is detected that the documents submitted by the candidates are fake or the candidates has a clandestine antecedents/background for which he/she has been convicted by any court and has suppressed the said information, then his/her service shall be liable to be terminated.
17. The application received after the last date will not be entertained.
18. No interim correspondence shall be entertained.
19. No TA/DA will be paid for attending the written test.
20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
21. Age relaxation will be provided as per GOI Rule.
22. Crucial date to determined educational qualifications, age etc. shall be the last date of receipt of application i.e. 20<sup>th</sup> September, 2019.
23. No age limit for internal (working in Nagaland University) candidates.
24. Any corrigendum/change/update related to the recruitment process shall be placed only on the official website of Nagaland University [www.nagalanduniversity.ac.in](http://www.nagalanduniversity.ac.in).
25. Complete applications may be sent in the prescribed proforma to the, **“Recruitment Cell (Establishment Section – I), Nagaland University, Headquarters: Lumami, P.O: Lumami, Pin-798627, District: Zunheboto, Nagaland.**

  
Registrar  
20-08-19