



# 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- 562

Dated: Lumami the 9<sup>th</sup> May'2016.

## ADVERTISEMENT

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 10<sup>th</sup> June'2016. The University will not be responsible for postal delay.

Sl.No	Name of the post	No of post(s)	Reservation	Scale of pay
1.	Deputy Librarian	1	UR	PB. ₹15600-39100 +G.P ₹8000
2.	Deputy Registrar	1	OBC	PB. ₹15600-39100 +G.P ₹7600
3.	Internal Audit Officer (5 years tenure post)	1	UR	PB. ₹15600-39100 +G.P ₹7600
4.	Junior Engineer (Civil)	1	UR	PB. ₹9300-34800 +G.P ₹4200
5.	<b>Senior Technical Assistant</b>	1	SC	PB. ₹9300-34800 + G.P ₹4200
	i) Rural Development & Planning			
	ii) Agricultural Extension			
6.	Junior Stenographer	1	UR	PB. ₹5200-20200 + G.P ₹2400
7.	Plumber	1	UR	PB. ₹5200-20200 + G.P ₹1900
8.	Gestetner Operator	1	UR	PB. ₹5200-20200 + G.P ₹1900
9.	MTS	1	Visually Handicapped (VH)	PB. ₹5200-20200 + G.P ₹1800

## Qualification & Experience

<b>1. Deputy Librarian :</b>	<p>(i) A Master's Degree in library Science/Information Science/Documentation with at least 55% of the marks or its equivalent grade of <b>B</b> in the UGC seven point scale and a consistently good academic record.</p> <p>(ii) Five years experience as an Assistant University Librarian/College Librarian.</p> <p>(iii) Evidence of innovative library services published work and professional commitment, computerization of Library.</p> <p><b>Desirable:</b> M.Phil./Ph.D. Degree in Library Science/Information Science / Documentation/Archives and Manuscript keeping/computerization of Library.</p> <p><b>Age limit:</b> 45 years. (Relax able by 5 years for in-service candidates of N.U)</p>
<b>2. Deputy Registrar :</b>	<p>(i) A Master's degree with at least 55 % of the marks or its equivalent grade of <b>B</b> in the UGC Seven point Scale.</p> <p>(ii) Nine years of experience as Assistant Professor in the AGP of ₹6000/- and above 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>Five years of administrative experience as Assistant Registrar or an equivalent post.</p> <p><b>Desirable:</b> Experience in establishment, financial administration and/ or in the conduct of University examinations or other comparable examinations.</p> <p><b>Age limit:</b> 50 years.</p>
<b>3. Internal Audit Officer:</b>	<p>(a) All India Organised Audit and Accounts Services Officers holding analogous posts with 3 years experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>(b) A qualified CA/ICWA or Officers qualified in Subordinate Accounts Service (SAS) or equivalent Accounts Service Examination of Central/State government and holding analogous post and with 8 years service in the next below cadre.</p> <p style="text-align: center;"><b>OR</b></p> <p>(c) Officers with 8 years service in the cadre of Assistant Finance Officers/Accounts Officers with experience in Audit, Accounts and Works Departments of various organizations/Central Universities etc.</p> <p>(d) <b>Age Limit:</b> 45 years.</p>
<b>4. Junior Engineer (Civil) :</b>	<p>3 Years Diploma holders in Civil from a recognized Institution/University.</p> <p><b>Desirable :</b></p> <p>(i) Bachelor Degree in Civil.</p> <p>(ii) Knowledge of Computer Applications like Auto CAD etc.</p> <p>(iii) <b>Age Limit:</b> 28 years.</p>
<b>5. Senior Technical Assistant:</b>	<p>PG in the concerned subject with 2 years experience in the line.</p> <p><b>Age Limit:</b> 28 years.</p>
<b>6. Junior Stenographer</b>	<p>12<sup>th</sup> Class pass or equivalent from a recognized Board or University with Diploma in Stenography.</p> <p><b>Desirable :</b> ( i) Working knowledge of Computer (ii) proficiency in English.</p> <p><b>Age Limit:</b> 27 years.</p>
<b>7. Plumber :</b>	<p>HSLC with ITI certificate on Plumbing</p> <p><b>Desirable:</b> 3 years work experience in the line.</p> <p><b>Age Limit:</b> 28 years.</p>





8. Gestetner Operator :	HSLC with 3 years experience in the line under Govt./Autonomous bodies or private firms. <b>Age Limit:</b> 28 years.
9. MTS:	HSLC pass. <b>Age Limit:</b> 28 years.

### INSTRUCTIONS & INFORMATION

**Reservation and age limits: As per GOI/UGC Rules.**

1. **Applicants must apply on prescribed form available on website. Applications received in any other form than prescribed form will be rejected.**
2. The envelop containing the application form must indicate the name of the post, advertisement No. and date of advertisement on the top of the envelop.
3. Application fee (**excluding bank charges**) of Rs.500/- (General Category) and Rs.250/- (SC/ST/OBC/ category) (Non-Refundable) must be deposited in favour of **Nagaland University Account No.30351467507 payable at State Bank of India. Lumami Branch (IFSC Code No-SBIN0013380). Counterfoil issued by the Bank 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. However, the candidates from DA 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. However, an advance copy of application may be sent followed by the original application through proper channel.
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, Birth Certificate, Educational Certificates, and Experience Certificates 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 without any intimation to the candidates concerned.
10. Stringent criteria may be applied while short listing the applications. Only short listed candidates will be called for interview. The University reserves its right to limit the total number of candidates to be called for interview.
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.
12. Number of posts advertised may be treated as tentative. The University reserves the right to increase/ decrease the number of posts.

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13. University will not be responsible for late/non receipt of call letters for test/interview 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 TA/DA will be paid for attending the interview.
19. Complete applications may be sent in the prescribed proforma to the, **“Recruitment Cell (Establishment Section – II), Nagaland University, Headquarters: Lumami, P.O: Lumami, Pin-798627, District: Zunheboto, Nagaland.**

  
**Registrar**