



नागालैण्ड विश्वविद्यालय

**NAGALAND UNIVERSITY**

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament No.35 of 1989)

मुख्यालय : लुमामी, जिला : जुन्हेबोटो (नागालैण्ड), पिनकोड – 798627

Hqrs : Lumami, Dist. Zunheboto (Nagaland), Pin Code – 798627

वेबसाइट / Website : [www.nagalanduniversity.ac.in](http://www.nagalanduniversity.ac.in)

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Dated: Lumami the 23<sup>rd</sup> May, 2023

**ADVERTISEMENT**

**No.02 /2023**

Online applications are invited for the following Non-Teaching posts at Nagaland University and Krishi Vigyan Kendra (KVK), Nagaland University, Lumami. The interested candidates are informed to visit the Nagaland University website [www.nagalanduniversity.ac.in](http://www.nagalanduniversity.ac.in) for details.

**NAGALAND UNIVERSITY**

Sl.No	Name of the post	No of post(s)	Reservation	Pay Matrix 7 <sup>th</sup> CPC
1	Registrar (5 years tenure post)	01	UR	Pay level-14 (144200-218200)
2	Controller of Examinations (5 years tenure post)	01	UR	Pay level-14 (144200-218200)
3	Assistant Registrar	01	UR	Pay level-10 (56100-177500)
4	Public Relation Officer (Lien vacancy )	01	UR	Pay level-10 (56100-177500)
5	Nursing Officer	01	UR	Pay Level-7 (44900-142400)
6	Senior Technical Assistant (Agricultural Extension)	01	OBC	Pay Level-6 (35400-112400)
7	Senior Technical Assistant ( Livestock Production & Management)	01	OBC	Pay Level-6 (35400-112400)
8	Audio Visual Specialist	01	UR	Pay Level- 5 (29200-92300)
9	Junior Stenographer	01	UR	Pay Level- 4 (25500-81100)
10	Lower Division Clerk	03	03- ST	Pay Level- 2 (19900-63200)
11	Cook	01	ST	Pay Level- 2 (19900-63200)
12	Workshop Attendant (MTS)	01	ST	Pay Level- 1 (18000-56900)
13	Sweeper-cum-cleaner (MTS)	01	UR	Pay Level- 1 (18000-56900)
14	Security Guard (MTS)	02	1- UR 1-ST	Pay Level- 1 (18000-56900)
15	Chowkidar (MTS)	01	UR	Pay Level- 1 (18000-56900)

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16	Library Attendant	01	PWD (HH)	Pay Level- 1 (18000-56900)
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**KRISHI VIGYAN KENDRA (KVK), NAGALAND UNIVERSITY, LUMAMI:**

Sl. No	Name of the post	No. of post (s)	Reservation	Pay Matrix 7 <sup>th</sup> CPC
1	Assistant (KVK)	01	1 UR	Pay Level-6 (35400-112400)

Abbreviation: **UR**: Unreserved **ST**: Scheduled Tribe **OBC**: Other Backward Classes **PWD**: Persons with Disabilities, **HH**: Hearing Handicapped.

**Essential Qualification & Experience (KVK)**

<b>1. Assistant (KVK)</b>	<p>i) Master in Business Management/Post Graduate Diploma in Business Management/ M.A./ M.Com/ C.A.. OR B.Com./B.A./ Bachelor in Business Management with minimum five years of experience of working as Junior Accountant or Senior Clerk dealing with Financial/ Accounts matter.</p> <p><b>Desirable:</b> i) Working knowledge in PFMS ii) Computer Knowledge <b>Age Limit: 30 Years</b></p>
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**Essential Qualification & Experience (Nagaland University)**

<b>1. Registrar</b>	<p>i) Master's degree 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 15 years of experience as Assistant Professor 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  Comparable experience in research establishment and/ or other institutions of higher education,  or  iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. iv) Age Limit : Preferably below 57 years</p>
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<b>2. Controller of Examination</b>	<p>i) Master's degree 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 15 years of experience as Assistant Professor 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</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>iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>iv) Age Limit : Preferably below 57 years</p>
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<b>3. Assistant Registrar</b>	<p>i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. The appointment under direct recruitment shall be made through an all India open competition by conducting a written test and interview.</p> <p>Age limit: 40 years</p>
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<b>4. Public Relation Officer</b>	<p>i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognised University / Institute.</p> <p>ii. At least Five years experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.</p> <p>Desirable: Good working knowledge of computer applications.</p> <p>Age limit: 40 years</p>
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<b>5. Nursing Officer</b>	<p>i) GNM/Diploma from a Government recognised Institute in any field of Nursing, having 2 years experience as Staff Nurse.</p> <p><b>Desirable:</b> B.Sc. (Nursing) degree from a recognised University and registered under the Indian Nursing Council Act.</p> <p><b>Maximum Age Limit:</b> 30 years.</p>
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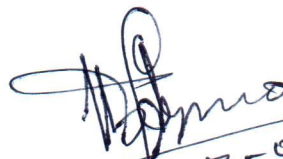
  
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<b>6. Senior Technical Assistant (Agricultural Extension)</b>	<p>i) Master's Degree in the relevant subject with at least two years experience in relevant field</p> <p style="text-align: center;">OR</p> <p>First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p> <p>Age Limit: 35 Years</p>
<b>7. Senior Technical Assistant (Livestock Production &amp; Management)</b>	<p>i) Master's Degree in the relevant subject with at least two years experience in relevant field</p> <p style="text-align: center;">OR</p> <p>First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p> <p>Age Limit: 35 Years</p>
<b>8. Audio Visual Specialist</b>	<p>i). Class 12 passed with Diploma in Multi-Media and system Engineering</p> <p><b>Desirable:</b> i) Experience in the line under Central/State Govt., Educational Institutions or Govt. Undertaking/autonomous bodies.</p> <p><b>Age Limit:</b> 28 years.</p>
<b>9. Junior Stenographer</b>	<ol style="list-style-type: none"> <li>1. A Bachelor's Degree in any discipline from any recognised Institute/ University.</li> <li>2. Proficiency in Stenography in English or Hindi with minimum speed of 80wpm.</li> <li>3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</li> <li>4. Knowledge of Computer Applications.</li> </ol> <p>Desirable Qualifications: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer:  Dictation: 10 minutes @ 80 w.p.m.  Transcription: 50 minutes English/65 minutes Hindi</p> <p><b>Age Limit:</b> 32 years.</p>

  
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<b>10. Lower Division Clerk</b>	<p>(i) A Bachelor's Degree from any recognized Institute/ University.</p> <p>(ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)</p> <p>Proficiency in Computer Operations.</p> <p><b>Age Limit:</b> 32 years.</p>
<b>11. Cook</b>	<p>1. 10<sup>th</sup> Class from a recognized Board.</p> <p>2. ITI Trade certificate in Bakery and Confectionery (one year duration)</p> <p>3. 03 years experience in cooking / catering services in educational institutions/guest houses, at least 3 starred hotels or similar organisations.</p> <p><b>Age Limit:</b> 32 years.</p>
<b>12. Workshop Attendant (MTS)</b>	<p>Essential Qualifications:</p> <p>10<sup>th</sup> Pass from a recognized Board.</p> <p>OR</p> <p>ITI Pass.</p> <p><b>Age Limit:</b> 32 years</p>
<b>13. Sweeper-cum-cleaner (MTS)</b>	<p>Essential Qualifications:</p> <p>10<sup>th</sup> Pass from a recognized Board.</p> <p>OR</p> <p>ITI Pass.</p> <p><b>Age Limit:</b> 32 years</p>
<b>14. Security Guard (MTS)</b>	<p>Essential Qualifications:</p> <p>10<sup>th</sup> Pass from a recognized Board.</p> <p>OR</p> <p>ITI Pass.</p> <p><b>Age Limit:</b> 32 years</p>
<b>15. Chowkidar (MTS)</b>	<p>Essential Qualifications:</p> <p>10<sup>th</sup> Pass from a recognized Board.</p> <p>OR</p> <p>ITI Pass.</p> <p><b>Age Limit:</b> 32 years</p>
<b>16. Library Attendant</b>	<p>i) 10+2 or its equivalent examination from a recognized Board.</p> <p>ii) Certificate course in Library Science from a recognized Institution.</p> <p>iii) One year experience in a University/ College/ Educational Institution Library.</p> <p>iv) Basic knowledge of computer applications.</p> <p><b>Age Limit:</b> 32 years.</p>

  
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**GENERAL INFORMATION/INSTRUCTION TO THE CANDIDATES**


**Reservation and Age relaxation: As per GOI/UGC Rules**

1.	Application fee for the post under Nagaland University at Sl.No 1 to 7 and KVK at Sl.No.1 is ₹1000/- (General/OBC Category) and ₹500/- (SC/ST). For the post Under Nagaland University at Sl.No. 8 to 16 is ₹500/- (General/OBC Category) and ₹250/- (SC/ST) Application fees once paid shall not be refunded under any circumstances. The candidates from PWD category are exempted from payment of application fee.
2.	Candidates belonging to SC/ST/EWS/OBC/PWD category should submit proper certificate as per the pro forma of Govt. Of India.
3.	Candidates should upload scanned copies of their original certificates and mark-sheets from Matriculation onwards in support of their educational qualifications, experience etc.
4.	Qualifications/Experiences etc. as on last date of submission of applications will only be taken into consideration.
5.	No interim correspondence shall be entertained & canvassing in any form will be a disqualification.
6.	Separate application Form and Fee are required for each post in case candidates intending to apply for more than one post.
7.	Persons who are already working in the service under State/ Central Government or any other organization should send their applications through proper channel. However, advance copy may be submitted. In such cases <b>“NO OBJECTION CERTIFICATE”</b> & <b>“Vigilance Clearance Certificate”</b> from the employer must be produced at the time of interview/written examination.
8.	The University shall have the right to restrict the number of candidates for interview/written examination/skill test on the basis of qualifications and experience who posses higher than the minimum prescribed or by any other conditions as per the rules. The decision of the Screening Committee in regard to short listing the candidates from amongst the total number of applications received, shall be binding for all.
9.	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.
10.	Submission of wrong/false information, if detected at any stage of the recruitment, the University reserves the right to withdraw/cancel any appointment made to the candidates.
11.	In case of any dispute/ambiguity that may occur in the process of Selection, the decision of the University shall be final and binding.
12.	Candidates claiming relaxation under reservation should submit a certificate of proof.
13.	Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation for Person with Disabilities.

  
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14.	Candidates applying against OBC reserved post must submit valid (up to date) Non Creamy Layer Certificate.
15.	The University reserves the right to increase/ decrease the number of posts.
16.	The Selection Committee may decide its own method of evaluating the performance of the Candidates.
17.	The rules of UGC/Govt. of India in regard to Pay and Allowances, Leave, Pension & Provident Fund shall be followed subject to amendments if any, from time to time. New entrants shall be covered by the National Pension Scheme(NPS).
18.	The selected candidates for appointment shall have to enter an agreement with the University to serve at least for a minimum period of 5 (five) years from the date of joining.
19.	Wherever the grading system is followed, equivalent percentage must be indicated in the relevant column of his/her application.
20.	University will not be responsible for late/non receipt of call letters for written examination/ skill test/interview due to postal delay.
21.	Any corrigendum/change/update related to the recruitment process shall be placed only on the official website of Nagaland University. <a href="http://www.nagalanduniversity.ac.in">www.nagalanduniversity.ac.in</a> .
22.	<b>Last date of submission of online application is 22<sup>nd</sup> June 2023 (Till 11:59 PM, IST).</b>

  
 Dr. Abenfo  
 Registrar