



# NAGALAND UNIVERSITY

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

Headquarters : Lumami - 798627

No.F.A.238/Estt-I/Vol-II/2013- 852

Dated: Lumami the 07<sup>th</sup> June, 2019.

## ADVERTISEMENT

No.02/2019

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 08<sup>th</sup> July 2019**  
**The University will not be responsible for postal delay.**

Sl.No	Name of the post	No of post(s)	Reservation	Pay Matrix
1	Finance Officer (5 years tenure post)	1	UR	Pay Level-14 (144200-218200)
2	Internal Audit Officer (5 years tenure post)	1	UR	Pay Level- 12 (78800-209200)
3	Deputy Registrar	1	UR	Pay Level- 12 (78800-209200)
4	Medical Officer	1	UR	Pay Level- 10 (56100-177500)
5	Hindi Officer	1	UR	Pay Level- 10 (56100-177500)
6	Assistant Librarian	1	UR	Academic Level-10 (57,700-182400)
7	Senior Technical Assistant i) Rural Development & Management ii) Agricultural Extension iii) Animal Production & Management	3	1 (SC)  1 (OBC)  1 (OBC)	Pay Level-6 (35400-112400)

Abbreviation : UR :Unreserved SC: Scheduled Caste OBC: Other Backward Classes.

### Qualification & Experience

<b>1. Finance Officer :</b>	<p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</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 of 12 and above including Associate Professor along with experience in educational administration. <b>OR</b></p> <p>iii. Comparable experience in research establishment and/or other institutions of higher education. <b>OR</b></p> <p>iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Age Limit:</b> Should not be more than 56 years as on 08<sup>th</sup>, July 2019.</p>
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<p><b>2. Internal Audit Officer:</b></p>	<p>i. All India Organised Audit and Accounts Services Officer holding analogous posts with 3 years experience <b>OR</b></p> <p>ii. A qualified CA/ICWA or Officers qualified in Subordinate Accounts Service (SAS) equivalent Accounts Service Examination, Central/State Government and holding analogous post and with 8 years service in the next below cadre. <b>OR</b></p> <p>iii. Officers with 8 years service in the cadre of Assistant Finance Officers/Account Officers/with experience in audit, Accounts and works departments of organisations/Central Universities etc.</p> <p>Age Limit: 45 years.</p>
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<p><b>3. Deputy Registrar :</b></p>	<p>i. A Master's degree with at least 55% of the marks or its equivalent grade of B in a point scale wherever grading system is followed.</p> <p>ii. Nine years of experience as Assistant Professor in the Academic Pay Level-10 and above with experience in educational administration <b>OR</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education <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>Age Limit: 50 years.</p>
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<p><b>4. Medical Officer :</b></p>	<p>i. MBBS or equivalent qualification as per Medical Council of India norms.</p> <p><b>Desirable:</b> PG Degree in Medicine/surgery.</p> <p>Age Limit: 35 years.</p>
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**5. Hindi Officer :**

i. Good academic record with Master's degree in Hindi, of at least 55% marks or its equivalent grade of B in the UGC seven point scale.

ii. Degree course may be English/Hindi as compulsory/elective subject or either of the two as a medium of examination and the other as a compulsory/elective subject at degree level.

iii. 5 years experience in translation from English to Hindi and vice-versa.

**Desirable:** M. Phil in Hindi/Knowledge of computer application.

**Age Limit:** 35 years.

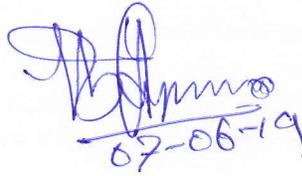
**6. Assistant Librarian :**

i. As prescribed by the UGC Regulations 2018.

**7. Senior Technical Assistant :**

i. PG in the concerned subject with 2 years experience in the line.

**Age Limit:** 28 years.

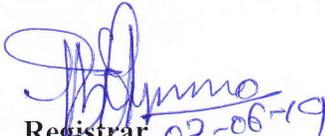
  
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## TERMS & CONDITIONS

### 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 envelope 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 ₹. 1000/- (General/OBC Category) and ₹. 500/- (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. 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 or No objection certificate from the employer to be produced at the time interview.
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.
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 interim correspondence shall be entertained.
19. No TA/DA will be paid for attending the interview.
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. Candidates applying against OBC reserved post must submit Non Creamy Layer certificate as per Govt. of India approved format.
22. 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).
23. 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 07-06-19