



# NAGALAND UNIVERSITY

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

Headquarters : Lumami - 798627

No.F.A.238/Estt-I/2005 (Pt-2) - 4047

Dated: Lumami the 6thDec'2013.

## ADVERTISEMENT

Applications on prescribed format are invited for the following posts in Nagaland University. The application form can be downloaded from the Nagaland University website [www.nagauniv.org.in](http://www.nagauniv.org.in). The last date of receipt of application for Sl.No.1 is 3<sup>rd</sup> January'2014, for Sl.No. 2 and 3 is 20<sup>th</sup> January'2014.

Sl. No.	Name of the post	No of post(s)	Reservation	Scale of pay
1.	Finance Officer	1	UR	PB. Rs.37400-67000 +G.P.Rs.10000
2.	Deputy Registrar	1	UR	PB. Rs.15600-39100 +G.P Rs.7600
3.	Senior Technical Assistant			
	i) Rural Development	1	SC	PB. Rs.9300-34800 + G.P Rs.4200
	ii) Agri.Extension	1	OBC	
4.	Junior Stenographer	1	UR	PB. Rs.5200-20200 + G.P Rs.2400

### Qualification & Experience

- 1. Finance Officer:** (i) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.
- (ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in administration of higher educational institutions.

**OR**

Comparable experience in research establishment and/or other institutions of higher education.

**OR**

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

### Desirable Qualifications :

- i) Working experience of Budgeting & Financial Accounting etc. in Autonomous Bodies/Universities.
- ii) Good working knowledge of rules & regulations of Central Universities, relating to accounts/audit, service conditions and related financial matters.

### Mode and Tenure of Appointment :

- i) The appointment shall be made either on deputation or on direct recruitment basis for a term of five (5) years.

**Age:** Candidates having maximum age of 56 years on the last date of submission of application may apply for the post.

2. **DEPUTY REGISTRAR:** (i) A Master's degree with at least 55 % of the marks or its equivalent grade of B in the UGC Seven point Scale.

(ii) Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration.

**OR**

Comparable experience in research establishment and / or other institutions of higher Education.

**OR**

Five years of administrative experience as Assistant Registrar or an equivalent post.

**Desirable:** Experience in establishment, financial administration and/ or in the conduct of University examinations or other comparable examinations.

**Age limit:** 50 years.

3. **SENIOR TECHNICAL ASSISTANT:** PG in the concerned subject with 2 years experience in the line.

**Age Limit:** 28 years.

4. **JUNIOR STENOGRAPHER:** 12<sup>th</sup> class pass or equivalent from a recognised Board or University with Diploma in Stenography with a speed of 80 w.p.m.

**Desirable:** (i) Working knowledge of Computer. (ii) Proficiency in English.

**Age Limit:** 18 to 27 years as on the date of advertisement.

**Note:** Skill Test will be conducted on Computer Only.

## **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.200/- (General Category) and Rs.150 (SC/ST/OBC/PH category) (Non-Refundable) must be deposited in Nagaland University Account No.30351467507 payable at S.B.I. Lumami Branch (Code No-13380). **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.**
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. Attested copies of Mark Sheets, Birth Certificate, Educational Certificates, and Experience Certificates etc. must be attached to the application.
8. Incomplete applications or without relevant supporting enclosures (self attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be outrightly 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. University will not be responsible for late/non receipt of call letters for test/interview due to postal delay.
13. Candidates if found indulging in canvassing in any form will be disqualified.
14. 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



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## APPLICATION FORM FOR NON-TEACHING POSTS

**Affix  
Latest Colour  
Passport  
Photograph**

APPLICATION FOR THE POST OF \_\_\_\_\_

Advertisement No and Date: \_\_\_\_\_

Post Sl.No. and Scale of Pay: \_\_\_\_\_

1. Full Name in Block Letters: \_\_\_\_\_

2. Father's/Husband Name: \_\_\_\_\_

3. Mother's Name: \_\_\_\_\_

4. Date of Birth (*copies of evidence to be enclosed*): \_\_\_\_\_

5. Age as on (03.01.2014 for Sl.No1 & 20.01.2014 for Sl.No.2 & 3): \_\_\_\_\_

6. Sex Male/Female: \_\_\_\_\_

7. Nationality: \_\_\_\_\_ 8. Religion \_\_\_\_\_

9. Do you belong to Schedule Caste/Schedule Tribe/  
OBC (*copies of evidence to be enclosed*) : \_\_\_\_\_

10. Permanent Address (in full) with nearest Police station: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Postal Address (in full) for correspondence: \_\_\_\_\_

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12. Telephone/Mobile No : \_\_\_\_\_

13. E-mail address: \_\_\_\_\_

14. Details of Examination passed from Matriculation/School leaving certificate onwards  
(To be supported with true copies duly attested).

Name of the School with Board/Council, College and University	Examination passed	Class or Division	Marks obtained in percentage	Year	Subject of studies

15. Technical qualification if any (Enclose true copies duly attested).

Name of the School with Board/Council, College and University	Examination passed	Class or Division	Marks obtained in percentage	Year	Subject of studies

16. Particulars of Previous Experience

Name of the Organization/ Institution	Post(s) Held	Scale of pay	Duration	Nature of duty	Reason of leaving

17. Details of present Employment (To be supported with certificate from the employer)

Name of the Organization/ Institution	Position Held	Scale of pay	Remuneration: Basic pay, other pay if any, D.A. other Allowances, Total	Duration of Service	Nature of works

18. Give name of two persons for (reference), not related to you, with full address:

Name:

Name:

Occupation:

Occupation:

Address:

Address:

Phone No:

Phone No:

E-mail:

E-mail:

19.

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Are you married? If so, have you any children? Give details.

20.

**Particulars of remittance:**

Amount Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ ) only

Date of deposit \_\_\_\_\_ Name of the Bank with address \_\_\_\_\_

\_\_\_\_\_ Branch Code No. \_\_\_\_\_

I hereby declare that the entries made in this form as above is true and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect my candidature/services are liable to be terminated without any notice.

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the applicant

**TO BE FILLED BY THE EMPLOYER FOR CANDIDATE ALREADY IN SERVICE**

- 1 This is to certify that Mr./Ms/Dr. \_\_\_\_\_ has been serving in this organization in the position of \_\_\_\_\_ since \_\_\_\_\_
- 2 To the best of my knowledge the information furnished by Mr./Ms/Dr. \_\_\_\_\_  
\_\_\_\_\_ in this application is true.
- 3 This Institution /Organization do not have any objection for his/her application for the post applied.

Date:

Registrar/Principal  
Official authorized  
to sign on behalf of  
the Organization

**Note:**

1. Where space provided in the form is found to be inadequate, annexure may be given in plain paper quoting the numbers under which additional information is supplied.
2. Nagaland University reserves the right not to fill up any of the vacancies.
3. One set of true copies of academic certificates, mark-sheets, and two copies of recent photographs (passport size) testimonial should accompany the application, in all cases
4. The University may raise the standard of qualification, experience etc. at its discretion.
5. Persons already in employment must route their application through proper channel along with No Objection Certificate from their employer.