



NAGALAND UNIVERSITY

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

Headquarters : Lumami - 798627

No.NU/REC/Estt-I/Vol-I/2013- 873

Dated: Lumami the 11th August 2021

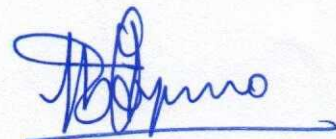
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No.02/2021

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. The last date of receipt of application is 14th September, 2021. The University shall not be responsible for postal delay.

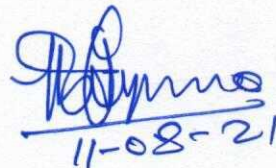
Sl. No	Name of the post	No of post(s)	Reservation	Pay Matrix (7 th CPC)
1	Junior Engineer (Civil)	1	UR	Level 6
2	Work Assistant (Electrical)	2	1-UR 1-ST	Level 2
3	Junior Stenographer	1	PWD (OH)	Level 4
4	Lower Divisional Clerk (LDC)	1	UR	Level 2
5	Plumber	1	UR	Level 2
6	Driver	3	2-ST 1-UR	Level 2
7	Chowkidar	2	1-UR 1-Ex Servicemen	Level 1
8	Workshop Attendant	1	UR	Level 1
9	Security Guard	1	ST	Level 1
10	Laboratory Attendant	2	1-ST 1-UR	Level 1
11	Gate keeper	1	UR	Level 1
12	Bus/Truck Conductor	1	ST	Level 1

Abbreviation: UR: Unreserved, ST: Scheduled Tribe, ESM: Ex-Servicemen, PWD: Persons with Disabilities.


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Essential qualification & Experience

1) Junior Engineer (Civil)	3 years Diploma holder in Civil Engineering from a recognized Institution/ University. Desirable: (i) Bachelor Degree in Civil Engineering (ii) Knowledge of Computer Application like Auto CAD etc. Age Limit: 28 years.
2) Work Assistant (Electrical)	HSLC with relevant ITI certificate and with knowledge and experience in the field. Desirable: 3 years work experience in the line. Age limit: 28 years
3) Junior Stenographer	i) 12 th class pass or equivalent from a recognized Board or University with Diploma in Stenography. ii) Skill Test Norms: Dictation: 10 minutes @80 wpm. Transcription: 65 minutes (Eng.) 75 minutes (Hindi) on manual typewriter or 50 minutes (Eng.), 65 minutes (Hindi) on Computer Desirable: i) Working knowledge of computer ii) Proficiency in English. Age limit: 27 years.
4) Lower Divisional Clerk (LDC)	i) 12 th Class passed or equivalent qualification from recognized Board or University ii) Should pass type writing in English with a minimum speed of 35 w.p.m. on computer (35 wpm correspond to 10500 KDPH on average of 5 key depressions for each word) (Time allowed- 10 minutes) Desirable: Bachelor Degree. Age limit: 27 years.
5) Plumber	HSLC with ITI certificate on Plumbing Desirable: 3 years work experience in the line. Age limit: 28 years
6) Driver	i) HSLC ii) Holder of valid Driving License for L/M/H/Passenger Motor Vehicle Desirable: Working knowledge of Hindi and English. Age limit: 28 years
7) Chowkidar	HSLC Desirable: Working knowledge of Local Language and Hindi/English Age limit: 28 years
8) Workshop Attendant	i) HSLC ii) ITI certificate in Automobile/ Mechanical Engineering from a recognized institution with at least 2 years experience in maintaining vehicles. Age limit: 28 years.


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9) Security Guard	HSLC Desirable: Working knowledge of Local Language and Hindi/English Age limit: 28 years
10) Laboratory Attendant	HSLC Desirable: HSSLC (10+2) with Science subject Age limit: 28 years
11) Gate keeper	HSLC Age limit: 28 years
12) Bus/Truck Conductor	i) HSLC ii) Conductor License holder Desirable: Holder of valid Driving License for L/M/H/Passenger Motor Vehicle Age limit: 28 years

TERMS & CONDITIONS

Reservation and age limits: As per GOI/UGC Rules

1. Applicants must apply on prescribed form available on university website www.nagalanduniversity.ac.in. 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 envelope.
3. Application fee (**excluding bank charges**) for the post at Sl. No. 1 is ₹.1000/- (General/EWS and OBC Category) and ₹.500/- (SC/ST/Ex Servicemen) and for the post at Sl. No. 2 to 12 is ₹.500/- (General/OBC/EWS Category) and ₹.250/- (SC/ST/Ex Servicemen category) (Non-Refundable), which 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/ Online payment receipt shall be attached to the application as proof of the deposit. Application fees once paid shall not be refunded under any circumstances. However, the candidates from PWD category are exempted from payment of application fee.

Applications not accompanied by the prescribed fee shall be summarily rejected. No representation thereafter against such rejection will be entertained. **It must be noted that the fee sent through Money Order/ Indian Postal Orders/ Crossed Cheque/ Currency Notes/ Treasury Challan/Demand Draft etc. will not be accepted by the University. Such applications will be treated as without fee.**


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4. Applicants serving in Government/Public Sector Undertakings/Govt 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 (NOC) from the employer to be produced at the time of written/skill test.
5. Separate application along with application fee should be submitted for each post applied for.
6. A recent colour 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.
8. The University reserves its right to limit the total number of candidates to be called for written exam/skill test.
9. 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.
10. Number of posts advertised may be treated as tentative. The University reserves the right to increase/ decrease the number of posts.
11. Application after the last date, incomplete in any respect and any fresh paper/enclosures after closing date, shall not be considered.
12. University will not be responsible for late/non receipt of call letters for written/skill test due to postal delay.
13. Candidates if found indulging in canvassing in any form will be disqualified.
14. 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.
15. No interim correspondence shall be entertained.
16. No TA/DA will be paid for attending the written/skill test.
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
18. Relaxations shall be admissible only to the candidates applying against reserved post as per Govt. of India policy.


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19. Any corrigendum/change/update related to the recruitment process shall be placed only on the official website of Nagaland University www.nagalanduniversity.ac.in.
20. No age limit for internal (working in Nagaland University) candidates.
21. Candidates beyond the maximum age limit as on 14th September 2021 are not eligible to apply.
22. Complete applications in the prescribed proforma may be sent to the, **“Recruitment Cell (Establishment Section – I), Nagaland University, Headquarters: Lumami, P.O: Lumami, Pin-798627, District: Zunheboto, Nagaland.**


Registrar 11-08-21