



AIZAWL, MIZORAM – 796 004

Post Box No. 190, Gram : MZU, Phone : 0389-2330654, Fax : 0389-2330834

No.3/8-6/2018-Estt(NT)/233-243

Dated Aizawl, the 28th April, 2023

EMPLOYMENT NOTICE

Applications are invited for filling up of various Group 'B' & 'C' Non-teaching posts under **Mizoram University and Pachhunga University College** as tabled vide **Annexure-I and II**.

TERMS AND CONDITIONS

1. The prescribed format of application appearing at **Annexure-III& IV** and other required materials may be downloaded from Mizoram University (MZU) website, www.mzu.edu.in in A-4 size paper.
2. The prescribed application fee is Rs 200.00 (Rs 100.00 for SC/ST applicants on submission of supporting Certificate).

- (a) The prescribed fee shall be paid through SBI Collect (link available on MZU website). Select State of Corporate/ Institution "**Mizoram**"; Type of Corporate/ Institution "**Educational Institution**"; Educational Institutions Name "**MZU Finance**"; Select Payment Category "**MiscPayment**".

OR

Payment may also be made through UPI to MZU UPI ID **mzuaizawl@sbi**. Alternatively, the following QR Code maybe scanned for UPI payment



The transaction details shall be mentioned in the application form.

Payment through physical instruments –Demand Draft/ Cheque/ Cash etc. will not be accepted.

- (b) Persons with Disabilities (PwDs) are fully exempted from payment of the prescribed fees on submission of relevant Disability Certificate issued by the competent authority.
3. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications, furnished with clarity, as laid down in the advertisement.

4. Applications should be supported by relevant documents (self certified) in all respects. Claims of educational qualifications should be supported by Certificates as well as Marksheets. **Applications not supported by documents shall be summarily rejected.**
5. Applications received after the last date of submission, incomplete application in any respect and any fresh paper/ enclosures after the closing date shall not be entertained. The University will not be responsible for postal delays. Canvassing directly or indirectly at any stages of the recruitment processes will lead to disqualification.
6. Candidate must attain 18 (Eighteen) years of age. The crucial date for reckoning age-limit, possession of educational/other qualifications, possession of required experience etc. is the last date of submission of application. Date of Birth as per Matriculation certificate will be accepted and may, therefore, be used as age proof.
7. Candidate already in service should submit their application through Proper Channel. While an advance copy may be sent directly, a No Objection Certificate (NOC) or duly forwarded application should be produced at the time of written examination. Such candidates are also required to produce 'Integrity Certificate' and 'Vigilance Clearance Certificate' at the time of written examination, if not submitted earlier.
8. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for examination/personal interview. In the event of number of applications being large with respect to the number of vacant posts, the University may resort to short listing criteria to restrict the number of candidates to be called for examination/personal interview to a reasonable limit by following methods which shall be devised by the University including holding a screening test. Applicants are, therefore, advised to mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested copies of the certificates in support thereof.
9. The prescribed qualifying/pass marks in written examinations are the minimum and merely getting the same does not entitle candidates to be called for further examination/personal interview. In the event of number of candidates getting qualifying/pass marks being large with respect to the number of vacant posts, the University may resort to setting cut-off marks higher than the minimum qualifying/pass marks.
10. Certificate in support of experience shall be in proper format i.e., it shall bear the organization's letter-head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
11. Any change in the correspondence address, mobile/telephone no. and email address shall be communicated to the University, in writing.
12. The University shall verify the antecedents or documents submitted by a candidate, at any time, at the time of appointment or during the tenure of service. In case of fake documents, clandestine antecedents or suppression of information, services in the University shall be terminated.
13. Applications for the posts reserved for SC/ST/OBC/EWS shall be supported by the Caste/Tribe certificate in a Govt. of India (GoI) prescribed format duly issued by the competent authority.

14. The University reserves the right not to fill any of the post(s). There may be an increase or decrease in the number of posts advertised.
15. Government of India is striving for gender balance in Government jobs. Women candidates fulfilling the eligibility criteria are encouraged to apply.
16. The completeness of the submitted application is the sole responsibility of the applicant. The University shall not be responsible for any delay/loss due to postal or technical reasons.
17. In case of any inadvertent mistake in the advertisement and in the process of selection, which may be detected at any stage, even after issue of appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
18. Any employee of the University may be required to stay in the University Campus or any other place as required by the University.
19. Age relaxation as per Govt. of India norms is applicable as follows –ST - 5 years, Persons with Disabilities - 10 years. Persons with Disabilities belonging to SC/ST/OBC will be eligible for age relaxation of 10 years over and above the age relaxation admissible to them as SC/ST/OBC.

Age relaxation is not applicable to post unreserved (UR) except for applicants belonging to Persons with Disabilities i.e. age relaxation will not be given to SC/ST/OBC candidates applying against Unreserved (UR) posts.

20. *Addendum/ Corrigendum, if any, to the Advertisement shall be notified in the Mizoram University Website only.*
21. **Applicants who had applied for posts advertised vide Advertisement dated 16.12.2019 (i.e. for the post of Security Inspector) and 30.3.2021 need not pay the application fee again.**
22. Last date of receipt of complete application is **2nd June, 2023**. Separate application is required for post bearing different Post Code. The application may be submitted to the **Joint Registrar, Establishment, Mizoram University, Aizawl, Mizoram - 796 004**. Applications shall be submitted by superscribing the post applied for along with the **Post Code** on the envelope.



(Prof. LALNUNDANGA)
Registrar

MIZORAM UNIVERSITY**Group – B & C**

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Section Officer <i>Level 7 in the Pay Matrix</i>	1 UR	SOM	35 years	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute/ University.</p> <p>(ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs. 200/- Crores or more.</p> <p>(iii) Proficiency in Computer Operation, noting and drafting.</p>
2.	Private Secretary <i>Level 7 in the Pay Matrix</i>	1 OBC	PSM	35 years	<p>Essential:</p> <p>(i) A Bachelor's Degree from a recognized University/Institute.</p> <p>(ii) At least 3 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.</p> <p>(iii) English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi</p> <p>(iv) English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi.</p> <p>(v) Knowledge of computer applications.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi</p> <p>Transcription: 50 minutes (English) /60 minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>

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3.	Assistant <i>Level 6 in the Pay Matrix</i>	1 UR	ASM	35 years	<p>Essential:</p> <p>(i) Bachelor Degree from a recognized University / Institution.</p> <p>(ii) Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.</p> <p>(iii) Proficiency in Typing, Computer applications, noting and drafting.</p>
4.	Coach (Badminton) <i>Level 6 in the Pay Matrix</i>	1 SC	COM	35 years	<p>Essential:</p> <p>Diploma in Coaching from Sports Authority of India, National Institute of Sports, Patiala or from any other recognized University/Institution;</p> <p style="text-align: center;">OR</p> <p>Participation in Olympic/Asian Games/World Championship with Certificate Course in Coaching.</p> <p>Desirable: Bachelor's degree in Physical Education.</p>
5.	Junior Translator Officer <i>Level 6 in the Pay Matrix</i>	1 OBC	JTM	35 years	<p>Essential:</p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination</p>

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					<p>at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board</p>
6.	Laboratory Assistant <i>Level 4 in the Pay Matrix</i>	2 (1 ST; 1 UR)	LAM	32 years	<p>Essential:</p> <p>Bachelor's degree with minimum two 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.</p> <p>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>

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7.	Stenographer <i>Level 4 in the Pay Matrix</i>	1 UR	STM	32 years	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute/University.</p> <p>(ii) Proficiency in Stenography in English or Hindi with minimum speed of 80wpm.</p> <p>(iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</p> <p>(iv) Knowledge of Computer Applications.</p> <p>Desirable: 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>
8.	Lower Division Clerk <i>Level 2 in the Pay Matrix</i>	6 (2 UR ; 2 ST; 1 HH; 1 EWS)	LDM	32 years	<p>Essential:</p> <p>(i) A Bachelor's Degree from any recognized Institute/University.</p> <p>(ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each work).</p> <p>(iii) Proficiency in Computer Operations.</p>
9.	Driver <i>Level 2 in the Pay Matrix</i>	1 ST	DRM	32 years	<p>Essential:</p> <p>(i) 10th Pass from any recognized Board</p> <p>(ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement.</p> <p>(iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).</p> <p>(iv) Experience of driving motor vehicles for at least 5 years in an organization.</p>

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10.	Laboratory Attendant <i>Level 1 in the Pay Matrix</i>	1 UR	LBM	32 years	<p>Essential:</p> <p>10+2 with Science stream from any recognized Central/ State Board</p> <p style="text-align: center;">OR</p> <p>10th Pass from any recognized Central/State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.</p>
11.	Library Attendant <i>Level 1 in the Pay Matrix</i>	1 UR	LIM	32 years	<p>Essential:</p> <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) Basic knowledge of computer applications.</p>
12.	Multi-Tasking Staff <i>Level 1 in the Pay Matrix</i>	11 (6 UR; 4 ST; 1 EWS)	MTM	32 years	<p>Essential:</p> <p>10th Pass from a recognized Board.</p> <p style="text-align: center;">OR</p> <p>ITI Pass.</p>

PACHHUNGA UNIVERSITY COLLEGE
Group – B & C

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Section Officer <i>Level 7 in the Pay Matrix</i>	1 UR	SOP	35 years	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute/ University.</p> <p>(ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs. 200/- Crores or more.</p> <p>(iii) Proficiency in Computer Operation, noting and drafting.</p>
2.	Security Inspector <i>Level 5 in the Pay Matrix</i>	1 ST	SIP	32 years	<p>Essential:</p> <p>Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs. 200/- Crores or more.</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV / Motor cycle)</p>

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
3.	Laboratory Assistant <i>Level 4 in the Pay Matrix</i>	1 ST	LAP	32 years	<p>Essential: Bachelor's degree with minimum two 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.</p> <p>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>
4.	Lower Division Clerk <i>Level 2 in the Pay Matrix</i>	1 UR	LDP	32 years	<p>Essential:</p> <p>(i) A Bachelor's Degree from any recognized Institute/ University.</p> <p>(ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each work).</p> <p>(iii) Proficiency in Computer Operations.</p>
5	Driver <i>Level 2 in the Pay Matrix</i>	1 UR	DRP	32 years	<p>Essential:</p> <p>(i) 10th Pass from any recognized Board</p> <p>(ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement</p> <p>(iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).</p> <p>(iv) Experience of driving motor vehicles for at least 5 years in an organization.</p>

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
6.	Laboratory Attendant <i>Level 1 in the Pay Matrix</i>	2 (1 ST; 1 UR)	LBP	32 years	Essential: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
7.	Library Attendant <i>Level 1 in the Pay Matrix</i>	1 UR	LIP	32 years	Essential: (i) 10+2 or its equivalent examination from a recognized Board. (ii) Certificate course in Library Science from a recognized Institution. (iii) Basic knowledge of computer applications.
8.	Bus Conductor <i>Level 1 in the Pay Matrix</i>	1 UR	BCP	32 years	Essential: (i) Class 10 th standard from a recognized School/Board; (ii) Valid Conductor License holder Desirable: Holder of valid Driving License for L/M/H Motor vehicle.
9.	Multi-Tasking Staff <i>Level 1 in the Pay Matrix</i>	6 (3 UR; 2 ST; 1 EWS)	MTP	32 years	Essential: 10 th Pass from a recognized Board. OR ITI Pass
