



AIZAWL, MIZORAM – 796 004

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

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

Dated Aizawl, the 3<sup>rd</sup> April, 2018.

To

The System Administrator,  
Information & Communication Technology  
Mizoram University.

Subject : **Displaying of advertisement in the Mizoram University website.**

Sir,

With reference to the subject cited above, I am to request you to kindly advertise **two (2) vacant posts on contract basis for the Coaching Centre, Mizoram University**, in MZU website. Details of the vacant post and terms and conditions are as follows :-

1. **Two (2) Part-time Staff with Computer Knowledge (On Contract basis) @ Rs.6,000/- p.m. Preference may be given to interested research scholars/students.**
2. **Terms and Conditions :**
  - a) **The appointment is purely on Contract basis and shall have no claim of permanency at any stage.**
  - b) **The part-time workers shall have to stay after normal office hours till night if there are coaching classes after normal office hours or whenever necessary.**
  - c) **Minimum educational qualification :**
    - i) **Class 12<sup>th</sup> standard from a recognized Board / University**
    - ii) **Working knowledge of Word processing, Spreadsheet, Internet etc.**

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3. Interested candidates willing to take up the job may submit their applications in plain paper along with all the relevant documents to the Joint Registrar, Establishment, Mizoram University.
4. Last date of submission of application : 12.4.2018
5. Interview will be held on 13.4.2018 in the Joint Registrar's Office, Mizoram University from 2:00 p.m. onwards. Candidates are informed to bring their original documents at the time of Interview.

Yours faithfully,



**(A.D. LALHMINGLIANA)**  
Assistant Registrar,  
Establishment (Non-Teaching)

**Copy to :-**

- 1) S.O. to Vice-Chancellor, Mizoram University.
- 2) P.S. to Registrar, Mizoram University.
- 3) P.S. to Finance Officer, Mizoram University.
- 4) Guard File.



**(A.D. LALHMINGLIANA)**  
Assistant Registrar,  
Establishment (Non-Teaching)