

GENERAL INSTRUCTIONS

1. Due care has to be taken while compiling the application and subsequent submission. The application should be properly compiled, stapled, spiral bind etc. in a way so that no page of the application falls apart while handling the application. **The task of stitching together the application and its enclosures should not be left to the University.**
2. Do not staple the passport photo. It should not be attached separately. Paste it on the application with good quality glue.
3. It is advisable to properly link claims of applicants in the ‘application form’ and ‘other required proforma’ with the ‘supporting documents’ and other ‘enclosures’. This is especially important for applicants at the level of Associate Professor and Professor where more number of supporting documents are submitted by the applicants. This may be done by giving Page No. in each supporting document and the Page No. mentioned in the format filled up by the applicants
4. Date of Birth should include the ‘Year’ of birth. Date of birth as in 1st March, without year should be avoided.
5. Percentage of Marks should be clearly indicated in SN 17 of the application form.
6. Duration of experience should be indicated in ‘dd/mm/yy’ or ‘dd/mm/yyyy’ format to reflect the complete picture. Duration of experience as in 1990 – 1995 does not reflect the exact duration since ‘**months/days**’ are also taken into account.
7. The application contains a declaration that you will abide by the terms and conditions of the advertisement etc. Therefore, ‘Date’, ‘Place’, and ‘Signature’ should be put in the designated place.
8. Last date of receipt is the date on which your application should have been received by Mizoram University. Due to the geographical location of the University, applicants especially from outside North-Eastern States are advised to send their application at the earliest possible.
9. Submission of application through E-mail is not entertained.
10. Applicants intending to avail the service of private courier are advised to take precaution before sending their application and verify that Mizoram University (PIN-796004) is within the service area of the concerned courier.
11. Application with error(s), omission(s), and poorly compiled is liable to be rejected.