

No.1-43/Estt.I/14/165

Dated Aizawl, the 22nd March, 2021

EMPLOYMENT NOTICE

Mizoram University is a Central University accredited Grade ‘A’ by NAAC in 2019 and Rank 67 in the University category in the NIRF 2020. Mizoram is one of the most peaceful states in the country. The climate is mild both in summer and winter.

Applications are invited for filling up of **Finance Officer** under the University as tabled vide **Annexure-I**.

PART A: TERMS AND CONDITIONS

1. The prescribed format of application appearing at **Annexure-I** 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 1,000.00 (Rs 500.00 for SC/ST/EWS applicant 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 “**Misc Payment**”.

OR

Payment may also be made through UPI to MZU UPI ID: **mzuaizawl@sbi**.
Alternatively, the following QR Code may be 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) and all Women applicants 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/Marksheets. Applications not supported by documents shall be summarily rejected.
 5. The crucial date for reckoning possession of educational and other qualifications, possession of required experience, etc. is the last date of submission of application.
 6. Application after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered.
 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 interview. Such candidates are also required to produce 'Integrity Certificate' and 'Vigilance Clearance Certificate' at the time of interview, if not submitted earlier.
 8. Any change in the correspondence address, mobile/telephone no. and email address shall be communicated to the University, in writing.
 9. 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.
 10. The University reserves the right not to fill the post.
 11. Applicants awarded degrees by foreign Universities are required to submit Equivalence Certificate issued by Association of Indian Universities, New Delhi. The University reserves the right to require Equivalence Certificate for various degrees from any of the applicant.
 12. Relaxations and concessions shall apply as per GoI/UGC norms.
 13. Government of India is striving for gender balance in Government jobs. Women candidates fulfilling the eligibility criteria are encouraged to apply.
 14. The completeness of the submitted application is the sole responsibility of the applicant. Applicants are advised to send their applications well in advance and take into account

possible delay due to pandemic situation. The University shall not be responsible for any delay/loss due to postal or technical reasons.

15. 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.
16. On any matters related to the current advertisement and in the subsequent process of selection, any decision and/or interpretation of Mizoram University shall be final.
17. Addendum/corrigendum to the advertisement shall be notified in the Mizoram University website only.
18. Canvassing directly or indirectly at any stages of the recruitment processes will lead to disqualification.
19. No TA shall be paid to the candidates for attending the interview.
20. Any communication by the applicant in the matter of this advertisement should be sent by email only to **recruitmentmzu@gmail.com** and no correspondence should be made directly to officials of the University.
21. Last date of receipt of complete application is **20th April, 2021**. The application may be submitted to the **Joint Registrar, Establishment, Mizoram University, Aizawl, Mizoram - 796004**. Applications shall be submitted by superscribing the post applied for along with the **Post Code** on the envelope.

Sd/-
Prof. Lalnundanga
Registrar

STATUTORY & GROUP 'A' POSTS: MIZORAM UNIVERSITY

1. Name of Post : Finance Officer

No. of Post : 1 UR

Post Code : FOM

Pay Scale : Level 14, Rationalized Entry pay of Rs. 1,44,200 (*Revised*)

Age limit : Preferably below 57 years

Retirement age : 62 years

The appointment shall be for a tenure of 5 years.

Essential Qualifications:

(i) Master's degree with at least 55% of the marks or its equivalent grade B in the UGC seven-point scale along with a good academic record.

(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs 7,000 and above or with 8 years of service in AGP of Rs 8,000 and above including as Associate Professor along with experience in educational administration;

OR

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

OR

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

OR

Qualified CA/ICWA with atleast 15 years of work experience in the relevant field of activities.

Desirable Qualifications:

Persons possessing Master's degree in Business Administration (Finance)/Commerce/Economics or possessing CA/ICWA qualification.