

मिजोरम विश्वविद्यालय
आइज़ल - ७९६००४



MIZORAM UNIVERSITY
Aizawl – 796004

भारतीय संसद द्वारा पारित एकट के अर्न्तगत स्थापित एक केन्द्रिय विश्वविद्यालय
A Central University Established by Parliament Act No.8 of 2000 (25.4.2000)

NAAC Accredited Grade 'A' University

No. 1-47/Estt.I/15/702

Dated Aizawl, the 19th April, 2023

EMPLOYMENT NOTICE

Applications are invited for filling up of **Controller of Examinations** and **Librarian** under the University as tabled vide **Annexure-I**.

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. The same may also be obtained from **Establishment (Teaching), Mizoram University** by paying Rs. 20.00.
2. The prescribed application fee is Rs 1000.00 (*Rs 500.00 for SC/ST applicant on submission of supporting Certificate*) payable in the form of Bank Draft.
 - (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 Institutions**"; Educational Institutions Name "**MZU Finance**"; Select Payment Category "**Misc Payment**"; Type of Payment "**Application Fee**".

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) 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 and Academic/Research scores, furnished with clarity, as laid down in the advertisement.
4. Application received after the last date of submission, incomplete in any respect and any fresh paper/enclosures after the closing date shall not be considered. The University shall not be responsible for postal delays. Canvassing directly or indirectly at any stages of the recruitment processes will lead to disqualification.
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. 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.
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. Government of India is striving for gender balance in Government jobs. Women candidates fulfilling the eligibility criteria are encouraged to apply.
13. Relaxations and concessions shall apply as per GoI/UGC norms.
14. 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.

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. Due to the geographical location of Mizoram, applications submitted by post/courier require significant period of time to reach the University. Applicants are strongly advised to send their applications well in advance and take into account possible delay. The University shall not be responsible for any delay/loss due to postal/courier, technical or other reasons.
17. *Addendum/Corrigendum to the advertisement shall be notified in the Mizoram University Website only*
18. Last date of receipt of complete application is **19th May, 2023**. The application along with Bank Draft/MZU Receipt 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.

*Sd/-
Registrar*

1. Name of Post : Controller of Examinations

No. of Post	: 1 UR
Post Code	: COE
Pay Scale	: PB Rs, 1,44,200/- in Level-14
Age limit	: Preferably below 57 years
Retirement age	: 62 years

The appointment shall be for tenure of 5 years or till attaining the age of superannuation i.e. 62 Years, whichever is earlier

Essential Qualifications:

(i) Master's degree with at least 55% of the marks or an equivalent grading point scale wherever grading system is followed.

(ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in Academic Level 12 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.

Desirable Qualifications:

Relevant experience in University Examination system.

2. Name of Post : Librarian

No. of Post	: 1 UR
Post Code	: LBM
Pay Scale	: Rs, 1,44,200/- in Academic Level-14
Age limit	: Preferably below 57 years
Retirement age	: 62 years

Essential Qualifications:

(i) Master's degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed

(ii) At least 10 years as a Librarian at any level in University Library or 10 years of teaching as Assistant/Associate Professor in Library Science or 10 years' experience as a College Librarian.

(iii) Evidence of innovative library services, including the integration of ICT in a library.

(iv) A Ph.D Degree in Library Science/information science/documentation/archives and manuscript-keeping.

For Office Use Only

Entry No:

ANNEXURE - II

MIZORAM UNIVERSITY : AIZAWL

(Application form – Prescribed format)

*Paste 1(one)
passport size
colour photograph
(Do not staple)*

1. **Name of post applied** : _____
2. **Post Code** : _____
3. **Name of post applied for** : _____
4. **Category of post applied for** : _____
5. **Advertisement No & Date** : _____
6. **Demand Draft No.** _____ **Date:** _____ **Amount: Rs** _____
7. **Name of the applicant** : _____
(in block letters)
8. **Sex** : _____
9. **Father's Name** : _____
10. **Date of Place and Birth** : _____
11. **Religion** : _____
12. **Category – SC/ST/OBC** : _____
13. **Whether Physically Handicapped?** : _____
(If 'yes', state whether VH/HH/OH)
14. **State of Domicile** : _____
15. **Permanent address** : _____

16. Address for Correspondence : _____

Phone 1 _____
 Phone 2 _____
 E-mail 1 _____
 E-mail 2 _____
 Fax _____

17. Academic records beginning with High School Examination:

Sl. No.	Examination Passed	Division (with % of marks)	Subject(s)	Year	Board / University	Distinction Achieved if any

18. Qualification in NET/SLET/SET or equivalent Test / Exam:

Sl. No.	Name of Test / Exam	Conducted by	Year of Qualification

19. Any other technical qualifications, if any:

20. Work experience, with particulars of posts held:

Sl. No.	Post Held	Employer	Last Basic Pay Drawn with pay scale	Nature of work	Period with dates	
					From	To

21. Teaching Experience:

- a. Post Graduate : _____ Years
- b. Under Graduate : _____ Years

22. Research Experience:

- a. No. of years after Ph.D. :
- b. Research Guidance :
 - i) Completed : **Ph.D.** _____ nos. **M.Phil.** _____ nos.
 - ii) On-going : **Ph.D.** _____ nos. **M.Phil.** _____ nos.
- c. Research Projects :
 - i) Completed : _____ nos. (with amount & funding agency)
 - ii) On-going : _____ nos. (with amount & funding agency)
- d. Publications*
 - i) Research Papers : _____ nos.
 - ii) Books : _____ nos.
 - iii) Articles : _____ nos.

** ISSN/ISBN of Journals & Books, Citation index and impact factor should be provided in the list of publications.*

23. Specialization :

Other relevant experience

- a. Seminar, Symposium, Conference attended / organized.
- b. Administrative Experience / Experience of University Corporate Life.

- c. Contribution to Design of Curriculum.
- d. Extra Curricular Activities.
- e. Any other.

24. Names and addresses of two referees (*one may be the present employer*):

(a)

(b)

25. List of Enclosures :

Note: *All particulars should be supported by relevant documents.*

26. Declaration by the Candidate:

I have read the terms and conditions of the advertisement and willing to abide by the same.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in the Mizoram University.

Date :

Place :

Signature of the Candidate