

No. 3/8-6/2018-Estt.(NT)/250-252

Dated Aizawl, the 19<sup>th</sup> June, 2024

### **EMPLOYMENT NOTICE**

Applications are invited for filling up the post of **Internal Audit Officer (on deputation)** under Mizoram University as tabled vide **Annexure-I**.

### **TERMS AND CONDITIONS**

1. Applications are invited in **ONLINE MODE** only.

2. Portal for online applications:

**MZU Samarth Recruitment Portal:**

<https://mzunt.samarth.edu.in>

3. Start date of online application: **21<sup>st</sup> June 2024 (Friday) , 11:00 AM**  
End date of online application : **25<sup>th</sup> July 2024 (Thursday), 5:00 PM**

Applicants are advised to submit the form well before the end date of applications to avoid the last minute technical issues which may arise due to network problems etc. No request to extend the end date will be entertained.

4. The prescribed application fee is Rs 500.00 (Rs 250.00 for SC/ST/EWS applicant on submission of supporting Certificate).

i) Persons with Disabilities (PWDs) are fully exempted from payment of the prescribed fees on submission of relevant Disability Certificate issued by the competent authority.

ii) Women applicants are fully exempted from payment of the prescribed fees.

5. 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.

6. Applications should be supported by relevant documents 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. Canvassing directly or indirectly at any stages of the recruitment processes will lead to disqualification.

8. 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.

9. Candidate already in service should submit their application through Proper Channel. While an advance copy may be uploaded 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.
10. 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.
11. 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.
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. 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.
14. 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.



**(Prof. LALNUNDANGA)**  
Registrar