



No.1-47/Estt.I/15/Vol.II/167-170

Dated Aizawl, the 6th July, 2026

EMPLOYMENT NOTICE

Applications are invited for filling up the post of **Registrar (1 UR)** in Mizoram University as detailed below:

PART A: TERMS AND CONDITIONS

1. Applications are invited in **ONLINE MODE** only.
2. Portal for online applications for the post of Registrar:
MZU Samarth Recruitment Portal:
<https://mzunt.samarth.edu.in>
3. Start date of online application: **06/07/2026**
End date of online application: **14/08/2026 (05:00 PM)**

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

4. There is a non-refundable fee of **₹1,000.00** (₹500.00 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 and Academic/Research scores, furnished with clarity, as laid down in the advertisement.
6. Applications, along with all relevant supporting documents, must be submitted in complete form. Part submissions will not be accepted.
7. Canvassing directly or indirectly at any stages of the recruitment process will lead to disqualification.
8. Any updates on the status of applications of candidates shall be uploaded in the website / recruitment portal. Candidates are, therefore, advised to regularly visit the website of Mizoram University <https://mzu.edu.in>

9. 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.
10. Candidate already in service should submit their application through Proper Channel. While an advance copy may be submitted 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.
11. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for personal interview. In the event of large number of applications with respect to only one vacant post, the University may resort to short listing criteria to restrict the number of candidates to be called for 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 experiences in the relevant field over and above the minimum qualification and should attach copies of the certificates in support thereof.
12. Any change in the correspondence address, mobile/telephone no. and email address shall be communicated to the University, in writing.
13. 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 and legal action will be taken.
14. Government of India is striving for gender balance in Government jobs. Women candidates fulfilling the eligibility criteria are encouraged to apply.
15. The completeness of the submitted application is the sole responsibility of the applicant. The University will not be responsible for any technical issues encountered during the online submission process.
16. 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.
17. Any employee of the University may be required to stay in the University Campus or any other place as required by the University.
18. Age relaxation is permissible as per Govt. of India norms.
19. On any matters related to the current advertisement and in the subsequent processes of selection, the decision and/or interpretation of Mizoram University shall be final.
20. Interview may be conducted in **offline** or **online** or **blended mode**. No TA shall be paid to the candidates for attending the interview.



2

21. Query (if any) regarding this advertisement should be made via email only to recruitment@mzu.edu.in. Applicants are advised not to contact directly with University officials.
22. Applicants awarded degrees by foreign Universities are required to submit Equivalence Certificate issued by Association of Indian Universities, New Delhi/UGC. The University reserves the right to require Equivalence Certificate for various degrees from any of the applicant.
23. Relaxations and concessions shall apply as per GoI/UGC norms.
24. **Experience Certificate:** All claims of experience shall be supported by an Experience Certificate which is clear and complete in all respects.
- (a) The experience certificate 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.
- (b) Appointment letter and such other documents issued at the initial stage of appointment/engagement i.e., before completion of the experience under consideration shall not be accepted as valid proof of the period of work.
- (c) The experience certificate shall reflect the rate of salary/honorarium/remuneration OR a separate supporting document reflecting the rate of salary/honorarium/remuneration shall be enclosed. Further, such a certificate shall also clearly reflect the gross emoluments
- (d) The decision of Mizoram University in any matters related to teaching/research/post-doctoral/professional experience shall be final.
25. *Addendum/Corrigendum to the advertisement shall be notified in the Mizoram University Website only.*



(Dr. N. ALBERT KHIZHO)

Registrar i/c

PART B: DETAILS OF VACANT POST

- 1. Name of Post** : **Registrar, Mizoram University**
No. of Post : 1 (UR)
Post Code : REG
Pay Scale : PB Rs, 1,44,200/- in Level-14
Age limit : Preferably below 57 years
Retirement age : 62 years
Method of recruitment: Deputation (The appointment shall be for a 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 grade in a 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 the 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 shall be as Deputy Registrar or an equivalent post

