

No. 1-1/Estt.I/07/227

Dated Aizawl, the 1<sup>st</sup> June, 2018

### EMPLOYMENT NOTICE

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

### TERMS AND CONDITIONS

1. The prescribed format of application appearing at **Annexure-II** and other required materials may be downloaded from Mizoram University (MZU) website, [www.mzu.edu.in](http://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 500.00 (*Rs 250.00 for SC/ST applicant on submission of supporting Certificate*) payable in the form of Bank Draft.
    - (a) The Bank Draft shall be drawn in favour of **Registrar, Mizoram University on State Bank of India, Aizawl Main Branch;**
- OR**
- The prescribed fee may also be paid directly to the **Finance Department, Mizoram University, Aizawl**, during office hours.
- (b) Persons with Disabilities (PwDs) are fully exempted from payment of the prescribed fees upon submission of relevant Disability Certificate issued by the competent authority.
  - (c) Women applicants are fully exempted from payment of the prescribed fees.
3. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification, 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. Last date of receipt of complete application is **31<sup>st</sup> July, 2018**. 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 : Registrar**  
No. of Post : 1 UR  
Post Code : REG  
Pay Scale : PB-4, Rs 37,400 – 67,000 with GP Rs 10,000 (*Pre-revised*)  
: 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 (Academic Level 11 as per 7<sup>th</sup> CPC Academic Pay Matrix) and above or with 8 years of service in AGP of Rs 8,000 (Academic Level 12 as per 7<sup>th</sup> CPC Academic Pay Matrix) 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.

*For Office Use*

**ANNEXURE – II**

**MIZORAM UNIVERSITY : AIZAWL**

*(Application form – Prescribed format)*

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

**Advertisement No. : No. 1-1/Estt.I/07/227 dated 01.06.2018**

**Name of post applied: Registrar**

**Post Code: REG**

1. Demand Draft/Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_ Amount: Rs. \_\_\_\_\_

2. Name of the Applicant :  
*(in block letters)*

3. Sex *(Male/Female/Transgender)* :

4. Father's Name :

5. Date and Place of Birth :

6. Religion :

7. Category - SC/ST/OBC/General :

8. Whether Physically Handicapped? :  
*(If 'yes', state whether VH/HH/OH)*

9. State of Domicile :

10. Permanent Address :

**11. Address for Correspondence :**

**Phone :**

**E-mail :**

**Landmark :**

*contd. 2/-*

...2...

12. Academic records beginning with High School Examination:

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

13. Technical qualifications, if any:

14. 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:

*contd. 3/-*

...3...

15. List of Enclosures :

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

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

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

*I also 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 Mizoram University.*

Date :

Place :

Signature of the Candidate

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**FORMAT OF CERTIFICATES REQUIRED TO BE ENCLOSED BY  
IN-SERVICE CANDIDATES**

**INTEGRITY CERTIFICATE**

After scrutinizing ACR/APAR of Dr./Shri/Smt./Ms.  
\_\_\_\_\_ who has applied for the post of  
\_\_\_\_\_ in Mizoram University, it is certified that his/  
her integrity is beyond doubt.

**Date:**

**Authorised signatory  
Name & Office Seal**

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceedings or criminal proceeding  
is either pending or contemplated against Dr./Shri/Smt./Ms.  
\_\_\_\_\_ who has applied for the post  
of \_\_\_\_\_ in Mizoram University.

**Date:**

**Authorised signatory  
Name & Office Seal**