



पूवोत्तर पर्वतीय विश्वविद्यालय

पू. प. विवि. परिसर, शिल्लॉंग-७९३०२२ (मेघालय)

**North-Eastern Hill University**

NEHU Campus, Shillong - 793 022 (Meghalaya)

F.No. 1-4/Estt-II(B)/2013-2049

Phone :

Grams : NEHU

Dated the 9<sup>th</sup> October, 2013.

**EMPLOYMENT NOTICE**

Applications on the prescribed format are invited from Indian Nationals for filling up the post of Finance Officer and System Analyst in North Eastern Hill University, Shillong Campus.

The last date for receipt of application 20.11.2013.

For details log into University Official website [www.nehu.ac.in](http://www.nehu.ac.in)

Sd/-  
Registrar

With reference to the Employment Notice No. F.1-4/Estt-II(B)/2013- 2049 dated 9<sup>th</sup> October, 2013. The essential qualification, experience etc. for the following post may be seen as under :

Sl. No.	Name of the post	Pay Band	Grade Pay	Number of post
1	Finance Officer	37400-67000/-	10,000/-	1 ( for a tenure of 5 years) (Applications on deputation will also be considered).
2.	System Analyst	15600-39100/-	5400/-	1

**(i) Essential qualification for the post of Finance Officer**

- a. Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.
- b. At least 15 years experience as Lecturer/Assistant Professor or eight years experience as Reader/in the AGP of eight thousand and above including as Associate Professor along with experience in Financial Administration.

**OR**

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

**OR**

15 years of experience in Financial Administration, of which at least 8 years shall be as Deputy Registrar or an equivalent post.

**OR**

- ii. A member of any of the Organized Central Accounts Services in the same grade pay or with 5 years service in the immediately below grade pay.

**OR**

A Chartered Accountant having minimum experience of 10 years as Chartered Accountant.

**(ii) Essential qualification for the post of System Analyst**

- a. BE/B.Tech(CSE/IT) from recognized University/Institution

**OR**

- b. MCA with at least 1(one) year experience in System Administration from recognized University/Institution.

### HOW TO APPLY

The prescribed application form may be downloaded from the University website [www.nehu.ac.in](http://www.nehu.ac.in) and must be accompanied by an application fee of Rs. 500/- (Five hundred) for General/OBC candidates and Rs. 250/- (Two hundred & Fifty) only for SC/ST candidates. Person With Disabilities are exempted from payment of application fee. The fee may be paid through Demand Draft /Banker's Cheque drawn in favour of Finance Officer, NEHU payable at SBI NEHU Branch code No. 04295 or the fee can also be paid through University Challan. Demand Draft/Banker's Cheque drawn from other Banks will not be accepted. Application with complete details be sent to the Assistant Registrar(Estt.II), NEHU, Mawkynroh, Umshing, Shillong-793022. The candidate should mention " Application for the post applied for " in bold letters on top of the envelope.

### OTHER TERMS AND CONDITIONS

1. In service candidates should send their application(s) through Proper Channel.
2. Applications received after the last date, incomplete in any respect or violative of any condition shall not be considered.
3. The original application through Proper Channel of shortlisted candidates, if employed, should reach this University before the date of interview or alternatively the candidates are required to submit a NO OBJECTION CERTIFICATE from the employer on the date of interview.
4. Short-listing of candidates for interview shall be as per norms of the University since applications will be shortlisted.
5. Mere fulfilling minimum qualification shall not entitle a candidate to be called for interview.
6. The University reserves the right to relax any of the qualification experience in exceptional cases/or in the case of persons already holding analogous posts in the University/Research Institutions etc.
7. Maximum age limit, educational qualifications/experiences etc. in respect of the posts will be counted as on 20.11.2013 being the last date of application.
8. Applications received after the last date or with incomplete application will be summarily rejected.
9. The original degrees/certificate/proof of date of birth and other testimonials towards fulfillment of specified eligibility conditions shall be required to be produced by the candidates, at the time of their interview.
10. NEHU reserves the right to extend the closing date for receipt of applications. NEHU also reserves the right to postpone/cancel the recruitment exercise for the post.
11. The jurisdiction for all legal matter for this recruitment will be Shillong.
12. Relaxation in case of SC/ST/OBC/PWD etc. will be given as per the Government of India rules.

Last date for submission application is on 20.11. 2013.

Sd/-  
Registrar