



Headquartrs: Lumami, Dist: Zunheboto, Pin Code - 798 627

No.F.A.238/Estt-I/2005-

Dated: Lumami the 27th Sept'2013.

ADVERTISEMENT

Applications on prescribed format are invited for the following Non-teaching posts under Nagaland University. The application can be downloaded from the Nagaland University website w.w.w.nagauniv.org.in. **The Last date of receipt of application is 27th October'2013.**

Sl. No.	Name of the post	No of post	Reservation	Scale of pay
1.	Assistant Engineer (Electrical)	1	UR	PB-2 Rs.9300-34800 + G.P Rs.4600
2.	Fieldman	1	ST	PB-1 Rs.5200-20200 + G.P Rs.2000
3.	Lower Divisional Clerk	6	ST-3, UR-1, PWD-2.	PB-1 Rs.5200-20200 + G.P Rs.1900
4.	Junior Library Assistant	1	UR	PB-1 Rs.5200-20200 + G.P Rs.1900

1. Reservation and age limits: As per GOI/UGC Rules

INSTRUCTIONS & INFORMATION

1. **Applicants must apply on prescribed form available on website. Applications received in any other form than prescribed form will be rejected.**
2. *The envelop containing the application form must indicate the name of the post, advertisement No. and date of advertisement on the top of the envelop.*
3. Application fee (**excluding bank charges**) of Rs.200/- (General Category) and Rs.150 (SC/ST/OBC/PH category) must be deposited in Nagaland University Account No.30351467507 payable at S.B.I. Lumami Branch (Code No-13380). **Counterfoil issued by the Bank shall be attached to the application as proof of deposit. Application fee once paid shall not be refunded under any circumstances.**
4. Applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Bodies must send their applications **“Through Proper Channel”**. The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
5. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No interim enquiries and correspondence/communication of any sort will be entertained on the matter.
6. Persons who will be appointed on the above posts will be covered under New Pension Scheme as notified by the Government of India, Ministry of Finance.
7. Separate application along with application fee should be submitted for each post applied for.

8. A recent coloured passport size photograph should be affixed on the right hand top corner of the application (Two *additional photographs must be accompanied with the application*).
9. Attested copies of Mark Sheets, Birth Certificate, Educational Certificates, and Experience Certificates etc. must be attached to the application.
11. Incomplete applications or without relevant supporting enclosures (self attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be outrightly rejected.
12. Applications of the ineligible candidates are liable to be rejected without any intimation to the candidates concerned.
13. Stringent criteria may be applied while short listing the applications. Only short listed candidates will be called for interview. The University reserves its right to limit the total number of candidates to be called for interview.
14. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
15. Candidates if found indulging in canvassing in any form will be disqualified.
16. Details of eligibility, qualifications, experience, specialization etc. and application form can be downloaded from the University website www.nagauniv.org.in
17. Complete applications may be sent in the prescribed proforma to the, "Recruitment Cell (Establishment Section – II), Nagaland University, Headquarters: Lumami, P.O: Lumami, Pin-798627, District: Zunheboto, Nagaland.

ELEGIBILITY CRITERIA

1. **Essential Qualification :**
 - (i) Bachelors Degree in Electrical Engineering from a recognized institution.
 - (ii) Working experience in the field concerned.
 - (iii) Knowledge of Computer Aided Designing.
2. **Fieldsman:** 10+2 (Science) passed or equivalent with 3 (three) years experience in the line.
3. **Lower Divisional Clerk:** i) 12th Class passed or equivalent qualification from recognised Board or University.
ii) Should pass type writing in English with a minimum speed of 35 w.p.m. on computer (35 WPM correspond to 10500 KDPH on average of 5 key depressions for each word)
4. **Junior Library Assistant:** 12th Class passed with 3 years experience in Library related works.
i) Knowledge of Computer Application.

(T.Lanusosang)
Registrar



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11. Postal Address (in full) for correspondence: _____

12. Telephone/Mobile No : _____

13. E-mail address: _____

14. Indicate if you are applying against reserved post for: *(Ex-S.M)/SC/ST/OBC/ Specially*

Challenged Person/Outstanding sports person): _____

15. Details of Examination passed from Matriculation/School leaving certificate onwards (To be supported with true copies duly attested).

Name of the School with Board/Council, College and University	Examination passed	Class or Division	Marks obtained in percentage	Year	Subject of studies

16. Technical qualification if any (Enclose true copies duly attested).

Name of the School with Board/Council, College and University	Examination passed	Class or Division	Marks obtained in percentage	Year	Subject of studies

17. Particulars of Previous Experience

Name of the Organization/ Institution	Post(s) Held	Scale of pay	Duration	Nature of duty	Reason of leaving

18. Details of present Employment (To be supported with certificate from the employer)

Name of the Organization/ Institution	Position Held	Scale of pay	Remuneration: Basic pay, other pay if any, D.A. other Allowances, Total	Duration of Service	Nature of works

19. _____
Specify additional qualifications/experience
(Sports, Music, Literary and Social Activities etc.)

20. Give name of two persons for (reference), not related to you, with full address:

Name:

Name:

Occupation:

Occupation:

Address:

Address:

Phone No:

Phone No:

E-mail:

E-mail:

21. _____
Are you married? If so, have you any children? Give details.

22.

Particulars of remittance: Amount Rs. _____ (Rupees _____) only Date of deposit _____ Name of the Bank with address _____ _____ Branch Code No. _____
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I hereby declare that the entries made in this form as above is true and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect my candidature/services are liable to be terminated without any notice.

Dated: _____

Name: _____

Place: _____

Signature of the applicant: _____

23. Details of enclosures sent with the application:-

- (1)_____
- (2)_____
- (3)_____
- (4)_____
- (5)_____
- (6)_____
- (7)_____
- (8)_____
- (9)_____
- (10)_____
- (11)_____
- (12)_____
- (13)_____
- (14)_____
- (15)_____

24. Any other relevant information, if not given above:-

- (a)_____
- (b)_____
- (c)_____
- (d)_____

25. Declaration to be signed by the Candidate / Applicant:

I Certify that the information/enclosures provided above is correct & complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness of employment in Nagaland University.

Place_____

Date _____

Signature of the applicant

N.B.

1. The applicant in service should apply through proper channel.

2. If a candidate desires to apply for more than one post, he or she should make separate application for each post with requisite fee.

(TO BE FILLED BY THE EMPLOYEE FOR CANDIDATE ALREADY IN SERVICE)

- 1 This is to certify that Mr./Ms/Dr._____ has been serving in this organization in the position of _____ since _____
- 2 To the best of my knowledge the information furnished by Mr./Ms/Dr._____ in this application are true.
- 3 This Institution /Organization does not have any objection to his/her applying for the post.

Date:

Official authorized
to sign on behalf of
the Organization with seal.

Note:

1. Where space provided in the form is found to be inadequate, annexure may be given in plain paper quoting the numbers under which additional information is supplied.
2. Nagaland University reserves the right not to fill up any of the vacancies.
3. One set of true copies of academic certificates, mark-sheets, and two copies of recent photographs (passport size) testimonial should accompany the application, in all cases
4. The University may raise the standard of qualification, experience etc. at its discretion.
5. Persons already in employment must route their application through proper channel along with No Objection Certificate from their employer.