



NAGALAND UNIVERSITY

(A Central University Estd. By the Act of Parliament No.35 of 1989)

Headquarters : Lumami - 798627

No.F.A.238/Estt-I/2013-

Dated: Lumami the 30th July 2014.

ADVERTISEMENT

Applications on prescribed format are invited for the following Non-Teaching posts under Nagaland University. The application form can be downloaded from the University website www.nagauniv.org.in. The last date of receipt of application is 1st Sept'2014.

Sl. No.	Designation of the post	No. of post	Reser vation	Scale of pay
1.	Finance Officer (5 years tenure post)	1	UR	PB. Rs.37400-67000 +G.P.Rs.10000
2.	Director (College Development Council) (3 years tenure post)	1	UR	PB. Rs.37400-67000 +G.P.Rs.10000
3.	Internal Audit Officer (5 years tenure post)	1	UR	PB. Rs.15600-39100 +G.P Rs.7600
4.	Senior Technical Assistant i) Entomology	1	OBC	PB. Rs.9300-34800 + G.P Rs.4200
	ii) Agri.Extension	1	SC	

Qualification & Experience

1. Finance Officer:

- A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale.
- At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in administration of higher educational institutions.

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.

OR

Desirable Qualifications:

- i) Working experience of Budgeting & Financial Accounting etc. in Autonomous Bodies/ Universities.
- ii) Good working knowledge of rules & regulations of Central Universities, relating to accounts/audit, service conditions and related financial matters.

Mode and Tenure of Appointment :

- i) The appointment shall be made either on deputation or on direct recruitment basis for a term of five (5) years.

Age : Candidates having maximum age of 56 years on the last date of submission of application may apply for the post.

2. Director (CDC) :

- i) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale.
- ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in administration of higher educational institutions.

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.

Mode and Tenure of Appointment:

- i) The appointment shall be made for 3 (three) years, it may re-appointed for another 3 (three) years but not beyond the age of 65 years.

3. Internal Audit Officer :

- a) All India Organised Audit and Accounts Services Officers holding analogous posts with 3 years experience.

OR

- b) A qualified CA/ICWA or Officers qualified in Subordinate Accounts Service (SAS) or Accounts Service Examination of Central/State government and holding analogous post and with 8 years service in the next below cadre.

OR

- c) Officers with 8 years service in the cadre of Assistant Finance Officers/Accounts Officers with experience in Audit, Accounts and Works Departments of various organizations/Central Universities etc.

d) Age Limit: 45 years.

- 4. Senior Technical Assistant:** M.Sc. with 2nd class in Entomology and Agri.Extension with at least 2 (two) years experience in the line.

Age Limit: 28 years. (5 years relaxation for SC and 3 years for OBC).

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.500/- (General Category) and Rs.250/- (SC/ST/OBC and PWD category) must be deposited in Nagaland University Account No.33797581389 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. **No other mode of payment is acceptable.** 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. Any delay in sending the applications through proper channel is not the responsibility of the University.
5. Persons serving in Central/State Government/Autonomous Bodies may be taken on deputation for a period of 5 (five) years or up to the age of superannuation (UGC /Govt.of India norms) whichever is earlier. The service conditions including pay scales are as per Govt. of India rules.
6. Separate application along with application fee should be submitted for each post applied for.
7. 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**).
8. Self Attested copies of Mark Sheets, Birth Certificate, Educational Certificates, and Experience Certificates etc. must be attached to the application. Incomplete applications or without relevant supporting enclosures will be out rightly rejected.
9. Applications of the ineligible candidates are liable to be rejected without any intimation to the candidates concerned.
10. 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.

11. 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.
12. Candidates if found indulging in canvassing in any form will be disqualified
13. Complete applications may be sent in the prescribed proforma to the, Recruitment Cell (Establishment Section ó I), Nagaland University, Headquarters: Lumami, P.O: Lumami, Pin-798627, District: Zunheboto, Nagaland. The University is not responsible for postal or other delay.

Registrar



NAGALAND UNIVERSITY

(A Central University Estd. By the Act of Parliament No.35 of 1989)

Headquarters : Lumami - 798627

APPLICATION FORM FOR NON-TEACHING POSTS

**Affix
Latest Colour
Passport
Photograph**

APPLICATION FOR THE POST OF _____

Advertisement No and Date: _____

Post Sl.No. and Scale of Pay: _____

1. Full Name in Block Letters: _____

2. Father's/Husband Name: _____

3. Mother's Name: _____

4. Date of Birth (*copies of evidence to be enclosed*): _____

5. Age (as on 01.09.2014 : Years _____ Months _____ Days _____

6. Sex Male/Female: _____

7. Nationality: _____ 8. Religion _____

9. Category (Un-reserved/SC/ST/SEBC or OBC) _____ (Attach copy of Certificate)

10. Permanent Address (in full) with nearest Police station: _____

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

12. Contact details: (a) Phone. _____

(b) E-mail _____

13. Indicate if you are applying against reserved post for: (Ex-S.M /SC /ST/ OBC / Specially Challenged Person/Outstanding sports person) Attach copy of certificate: _____

14. 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

15. 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

16. Particulars of Previous Experience

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

17. 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

18. 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:

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

20.

Particulars of remittance:

Amount Rs. _____ (Rupees. _____) only

Date of deposit _____ Name of the Bank with address _____

_____ Branch Code No. _____

21. Details of enclosures (Please attach the documents in order from Matric onwards)

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

(f) _____

(g) _____

(h) _____

(i) _____

(j) _____

(k) _____

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: _____

Place: _____

Signature of the applicant

TO BE FILLED BY THE EMPLOYER 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 is true.
- 3 This Institution /Organization do not have any objection for his/her application for the post applied.

Date:

Registrar/Principal
Official authorized
to sign on behalf of
the Organization

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.