



NAGALAND UNIVERSITY

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

HEADQUARTERS-LUMAMI : CAMP-KOHIMA-797001

Email : nuestt@yahoo.com ☎ 0370-2290809 Fax No. 2290246/2290349

NO.F.A- 237/ESTT-I/2005-

Dated 18th February, 2010.

ADVERTISEMENT

In continuation of the notification issued by the Nagaland University Vide. NO.NU-137/GENL-ESTT/99-3403 dated 22nd January, 2010 wherein it has been stated that the University is committed to implement the O.M.NO.36017/1/2004-ESTT (Res) dated 5/7/2005 of the Department of Ministry of Personnel, Public Grievances & Pension, Government of India reserving the 45% of posts for STs in Nagaland states. Hence application are invited, to filled up the following non-teaching posts, from the candidates who fulfill the eligible criteria, as mentioned under.

Those candidates who have already applied in the earlier adv. No. ADVT.NO.NU/ESTT/27- dated 10th August 2009, need not apply again.

Sl. No.	Name of the post	No of vacancy	Reservation Quota	Scale of pay
1	Semi Professional Assistant	2	ST-1, UR-1	PB.5200-20, 200+GP. 2800
2	Audio Visual Specialist	1	UR- 1	PB.5200-20200+GP. 2800
3	Farm Supervisor	1	UR-1	PB.5200-20, 200+GP .2400
4	UDC	3	UR-3	PB.5200-20, 200+GP. 2400
5	Jr.Stenographer	10	ST-5, UR-4, Ph-1	PB.5200-20, 200+GP. 2400
6	Plumber	2	UR-2	PB.5200-20 200+ GP.2000
7	Field man	2	ST-1, UR-1	PB.5200-20200+ GP.2000
8	LDC	14	UR-13, Ph-1	PB.5200-20, 200+ GP.1900
9	Work Assistant	3	UR-3	PB.5200-20200+ GP.1900
10	Driver	13	ST-6, UR-7	PB.5200-20200+ GP.1900
11	Laboratory Assistant	3	UR-3	PB.5200-20200+GP. 1900
12	Library Attendant	7	ST-3, UR-3, Ph-1	PB.4440-7440+GP. 1650
13	Peon	7	ST-5, UR-1,Ph-1	PB.4440-7440+GP. 1300
14	Laboratory Attendant	7	ST-5, UR-1, Ph-1	PB.4 440-7440+GP. 1300
15	Cook	2	ST-1, UR-1	PB.4 440-7440+GP. 1300
16	Security Guard	1	ST-1	PB.4 440-7440+GP. 1300
17	Chowkidar	1	UR-1	PB.4 440-7440+GP. 1300
18	Guest House Attendant	1	UR-1	PB.4 440-7440+GP. 1300
19	Kitchen Attendant	3	ST-1, UR-2	PB.4 440-7440+GP. 1300

* UR-Un Reserved, ST- Scheduled Tribe (Only Nagaland State), PH- Physically Handicapped.

*Any category of candidates can apply under UR.

Application may be submitted to the Registrar, Nagaland University on or before 19-03-2010.

1. **Age qualification:** 28 years as on 19-03-2010. (5 years relaxable for ST)

2. **Application Forms and Fees:**

- (1) Application form and University Challan can be obtained from the Nagaland University counter at Kohima during Office hours.
- (2) Duly filled application in prescribed forms for the different category of post must be accompanied by application fee of Rs. 200/- (Rupees two hundred) only in case of General category, and Rs.150/- for ST candidates.
- (3) Persons desiring to apply for more than one post must submit separate applications for different posts.

- (4) Candidates already in service must submit their application through proper channel; an advance copy may, however, be sent directly.
- (5) Attested copies of marks sheets and certificates from HSLC onwards, Birth certificate, ST Certificate, experience certificates if any etc. must be accompanied along with the application.
- (6) (a) Application received after the stipulated date and or (b) incomplete applications will summarily be rejected.
- (7) Only the short listed candidates will be called for interview. But wherever necessary written test will be conducted.
- (8) The University reserves the right to accept or reject any or all applications without assigning any reason and or without information.
- (9) Candidates appointed by the University are liable to serve anywhere within the jurisdiction of Nagaland University.
- (10) The last date of receipt of application 19-03-2010
- (11) Prescribed applications form and details can also be had from the *website* www.nagauniv.org.in
- (12) Canvassing in any form by individual/Association/Union shall automatically disqualify the candidate concerned.
- (13) Those SC and OBC candidates who have applied against the Reservation in the last advertisement, their candidature shall be considered under UR.
- (14) The age of those candidates who have submitted application against the advertisement ADVT.NO.NU/ESTT/27-1606 Dated, 10th August, 2009 shall be protected.

Date: 18-02-2010

Registrar.

ELIGIBILITY CRITERIA

- 1. Semi Professional Assistant:**
Essential Qualification: Bachelor Degree in Library Sciences from a recognized University or with Diploma in Library Sciences having 8 years working experience as Junior Library Assistant or equivalent in Govt/State or recognized Libraries. Must have a typing speed of 30 w.p.m.
Desirable qualification: A workable knowledge of computer application, will be given preference.
- 2. Audio Visual Specialist:**
Essential Qualification: Bachelor Degree with Audio Visual Diploma from a recognized Institution.
Desirable qualification: Preference will be given to working candidate.
- 3. Farm Supervisor:**
Essential Qualification: Veterinary Field Assistant (VFA) certificate with 3 (three) years working experience in a recognized farm/ or B.Sc (Agri)/or PU (Agri) or equivalent with 5(five) years working experience in a recognized farm. Preference will be given to B.Sc. (Agri) Candidates.
Desirable Qualification: A workable knowledge of computer application.
- 4. Upper Divisional Clerk (UDC):**
Essential Qualification:
 - i) Degree from a recognized University or equivalent; with a typing speed of 30 w.p.m.
 - ii) 3(three) years working experience as LDC or equivalent position under Central/State Government/Autonomous Bodies/PSUs.**Desirable qualification:** A functional knowledge of computer application
- 5. Jr.Stenographer:**
Essential Qualification: Must have passed PU/Higher Secondary with a speed of 80 w.p.m. in Stenography in Hindi/English and 40.w.p.m. in typing. Preference will be given to the Degree holders.
Desirable qualification: Functional knowledge of computer application.
- 6. Plumber:** Class-X pass with certificates/Diploma holder in Plumbing and well experience in all matter relating to plumbing work
- 7. Field man:**
Essential Qualification: PU (Agri)/Intermediate (Agri)/ PU (Sc). Or equivalent with at least 3 (three) years working experience in the line. However preference will be given to the degree holder.
Desirable qualification: B.Sc or equivalent.
- 8. Lower Divisional Clerk (LDC):**
Essential Qualification: Must have passed HSLC or equivalent with a typing speed of at least 30 w.p.m. Preference will be given to Degree holder with computer knowledge.
Desirable qualifications: a) Knowledge in handling stores, maintenance of stock register and experience in stock verification. b) A functional knowledge in computer application.
- 9. Work Assistant:**
Essential Qualification: HSLC pass or Intermediate with experience in construction works.
Desirable qualification: Preference will be given to those having Diploma in Electrical Engineering, Civil Engineering.

10. Driver:

Essential Qualification: Candidates must be class 8 (Eight) passed with required Vehicle Driving license with knowledge of minor repairs and maintenance of logbook. Preference will be given to Xth Class pass.

Desirable Qualification: 3 (three) years experience as Driver.

11. Laboratory Assistant:

Essential Qualification: HSLC passed with Science or equivalent pass certificate with experience in Laboratory works. Preference will be given to degree holders.

Desirable qualification: Class XII Science passed or equivalent pass certificate.

12. Library Attendant:

Essential Qualification: Class 8 (eight) passed with experience in Library works.

Desirable Qualification: HSLC or Intermediate with experience in Library works

13. Peon: Class-VIII passed. Preference will be given to Xth Class pass candidates

14. Laboratory Attendant:

Essential Qualification: Class 8 (eight) passed

Desirable qualification: HSLC pass or Intermediate with Science and experience in handling Scientific Appliances, glassware and chemicals

15. Cook: Class-VIII passed. Preference will be given to the Xth Class Pass.

16. Security Guard: Class-VIII passed. Preference will be given to the Xth Class Pass.

17. Chowkidar: Class-VIII passed. Preference will be given to the Xth Class Pass.

18. Guest House Attendant: Class-VIII passed. Preference will be given to the Xth Class Pass.

19. Kitchen Attendant: Class-VIII passed. Preference will be given to the Xth Class Pass.

Dated, 18th January, 2010

Registrar

NAGALAND UNIVERSITY



Passport size
photo duly
attested by a
Gazetted officer

APPLICATION FORM FOR EMPLOYMENT (Non-Teaching)

1. _____
Advertisement No.
2. _____
Post (Name and Serial No.)
3. _____
Scale of pay
4. _____
Applicant's Name (in block letters)
5. _____
Date of Birth
(Evidence to be enclosed)
6. _____
Present address (in full) with Telephone number, e-mail address etc.
7. _____
Nationality
8. _____
Whether belonging to Scheduled Caste or
Scheduled Tribe or O.B.C.; copies of
evidence to be enclosed.
9. _____
Mother's Name
10. _____
Father's/Husband's Name, Address and occupation.
(If dead, state last address and occupation before death)
11. _____
Permanent Address (in full) with nearest Police station.
12. _____
Postal Address (in full) for correspondence.

13. Educational qualifications (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

14. 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

15. Particulars of Previous Experience

Name of the Organization/ Institution	Position Held	Scale of pay	Duration	Nature of work	Reason of leaving

16. 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

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

18. _____
Indicate if you are applying against Reserved post for:
(Ex-sm)/SC/ST/OBC/Specially challenged person/Outstanding sports person)

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

Name	Name
Occupation	Occupation
Address	Address
Phone No.	Phone No.
Fax	Fax
e-mail	e-mail

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

21. IPO/D.D./NU Challan No: _____ Date: _____ for Rs. _____
Instrument of Payment

I declare that the above particulars are true and correct. If any of the information furnished by me are found to be false/not true, my candidature for the post may be summarily rejected and I may be subjected to action as per law.

Dated.....

Signature of the applicant

(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 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, annexures 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.