



पूवोत्तर पर्वतीय विश्वविद्यालय

पू. प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :

Grams : NEHU

F.No.1-4/Estt.II(B)/2017-871

Dated, the 18th October, 2017.

EMPLOYMENT NOITICE

Applications on the prescribed format are invited from Indian Nationals for filling up various Non-Teaching Group- ' A ' Posts in North-Eastern Hill University, Shillong and Tura Campus

The last date for receipt of application is **30.11.2017**

For details login to University **Official website www.nehu.ac.in**

Assistant Registrar(Estt.II)

With reference to the Employment Notice No.1-4/Estt.II(B)/2017-871 dated 18th October, 2017 Details of essential qualifications, experience etc. In respect of Non-Teaching Group- 'A' posts may be seen as under

Sl. No.	Name of the Post	Pay Band	Grade Pay	Number of vacancies	Remarks
1.	Registrar	37400-67000/-	Rs.10000/-	01(UR)	For a tenure of 5 years
2.	Finance Officer	37400-67000/-	Rs.10000/-	01(UR)	For a tenure of 5 years(Applications on deputation will also be considered)
3.	Controller of Examinations	37400-67000/-	Rs.10000/-	01(UR)	For a tenure of 5 years
4.	Librarian	37400-67000/-	Rs.10000/-	01(UR)	
5.	Director, College Development Council	37400-67000/-	Rs.8900/-	01(UR)	
6.	University Engineer	37400-67000/-	Rs. 8900/-	01(UR)	
7.	Deputy Registrar	15600-39100	Rs. 7600/-	02(1 UR, 1 SC)	
8.	Assistant Librarian	15600-39100/-	Rs. 6000/-	01(UR)	
9.	Assistant Registrar (Shillong Campus)	15600-39100/-	Rs. 5400/-	04(03 UR, 1 OBC)	
10.	Assistant Registrar (Tura Campus)	15600-39100/-	Rs. 5400/-	01 ((UR)	
11.	System Analyst	15600-39100/-	Rs. 5400/-	01(UR)	
12.	Scientific Officer (SAIF)	15600-39100/-	Rs. 5400/-	01(UR)	

1. Essential Qualification for the post of Registrar

- (a) Master's Degree with at least 55% marks or its equivalent grade 'B' in the UGC 7 points scale.
- (b) At least 15 years' of experience as Lecturer/Assistant Professor or eight years of service as Reader/ in the AGP of eight thousand and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishments 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.

NOTE: The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates or candidates already in the University system.

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2. 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 points 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

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

N.B: The candidates who have applied for the post of Finance Officer in response to the Employment Notice No. 1-4/Estt.II(B)/2013-2049 Dt. 9.10.2013 and for the post of Registrar and Finance Officer in response to the Employment Notice No. 1-4/Estt.II(B)/2014-2091 dt. 27.1.2014 and the Employment Notice No.11-3/Estt.II(B)/2013-2022 dated 13.10.2015 need not apply again. However, the applicants may update their bio-data / C.V if desired .

3. Essential Qualification for the post of Controller of Examinations

- (a) Master's Degree with at least 55% marks or its equivalent grade B in the UGC seven points scale.
- (b) At least 15 years experience as Lecturer/Assistant Professor or eight years of service as Reader in the AGP of eight thousand and above including as Associate Professor along with experience in educational administration.

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OR

Comparable experience in research establishments and/or institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Note: The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidate or candidates already in the University system.

4. Essential Qualification for the post of University Librarian

- (a) Master's Degree in library science/information science/documentation with at least 55% marks or its equivalent grade 'B' in the UGC seven points scale and consistently good academic record and having minimum prescribed API score as laid down in relevant UGC Regulation.
- (b) At least thirteen years as a Deputy Librarian in a University library or eighteen years experience as a College Librarian.
- (c) Evidence of innovative library service and organization of publish work .

Desirable

M.Phil/Ph.D degree in library science/information science/documentation/ archives and manuscript keeping.

N.B The candidates who have applied for the post of Librarian in response to the Employment Notice No. 1-4/Estt.II(B)/2014-2091 Dt. 27.01.2014 need not apply again. However, the applicants may update their bio-data/C.V if desired.

5. Essential Qualification for the post of Director, College Development Council

- (a) Master's Degree with at least 55% marks or its equivalent grade 'B' in the UGC Seven Points Scale.
- (b) Atleast 15 years of experience as Lecturer (Sr. Scale)/ Lecturer with 8 (eight) years in Reader's grade alongwith 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.

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OR

An eminent scholar with published work of higher quality, actively engaged in research with 10 years of experience in the Post Graduate teaching and for research at the University/National Institutions, including experience of guiding research at Doctoral level.

OR

An outstanding scholar with established reputation who had made significant contribution to knowledge.

6. Essential Qualification for the post of University Engineer

Degree in Civil Engineering with eight years of experience as Superintending Engineer or 12 to 15 years experience as Executive Engineer in CPWD or State PWD or Public Sector Autonomous undertaking (PSU)/Autonomous Bodies/Equivalent position in Private Sectors.

(On Deputation basis): Officers belonging to Central/State Govt. PWD services from analogous posts on regular basis or those with 5 years regular service in the scale of pay of Rs. 10,000-15,200 or higher, failing which the vacant post may be filled through Direct Recruitment.

(On contract basis) : The qualifications shall be the same as that of direct recruitment.

7. Essential Qualification for the post of Deputy Registrar

(i) Master degree with at least 55% marks or its equivalent grade 'B' in the UGC Seven Points scale.

(ii) Nine years experience as a Lecturer/Assistant Professor in the AGP of 6000 and above with experience in educational administration.

OR

Comparable experience in research establishments and/or other Institutions of Higher Education.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post.

Provided that fulfilment of the requirement of 55% marks or its equivalent grade 'B' in the UGC Seven Points scale may be relaxed by the University for SC/ST candidates and departmental candidates subject to the minimum of 50% marks.

8. Essential Qualification for the post of Assistant Librarian

(a) Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade

in a seven point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

- (b) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (c) However, candidates, who have been awarded Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.d Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian or Documentation Officer

A relaxation of 5% marks shall be applicable of SC/ST candidates at entry level. Provided that minimum marks shall not be less than 50% approved vide MHRD Deptt. Of Education, Govt. Of India, letter No. F. 80-30/99/Desk(U) dated June 2, 2000.

N.B The candidates who have applied for the post of Assistant Librarian in response to the Employment Notice No. 1-4/Estt.II(B)/2014-2091 Dt. 27.01.2014 need not apply again. However, the applicants may update their bio-data/C.V if desired.

9. Essential Qualification for the post of Assistant Registrar

Master's Degree with at least 55% marks or its equivalent grade 'B' in the UGC seven point scale with a consistently good academic record.

Provided that fulfilment of the requirement of 55% marks or its equivalent grade 'B' in the UGC Seven Points Scale may be relaxed by the University for SC/ST candidates and departmental candidates subject to the minimum of 50% marks.

Provided further that preference will be given to the candidates having administrative experience.

N.B The candidates who have applied for the post of Assistant Registrar(Tura Campus) in response to the Employment Notice No. 1-4/Estt.II(B)/2013-982 Dt. 10.5.2013 need not apply again. However, the applicants may update their bio-data/C.V if desired.

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10. 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

N.B The candidates who have applied for the post of System Analyst in response to the Employment Notice No. 1-4/Estt.II(B)/2013-2049 Dt. 9.10.2013 need not apply again. However, the applicants may update their bio-data/C.V if desired.

11. Essential Qualification for the post of Scientific Officer (SAIF)

M.Sc. or equivalent in any branch of science with at least 55% marks/B.E(Electronics) with minimum three years experience.

HOW TO APPLY

The prescribed application form may be downloaded from the University website 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. Women candidates and Person With Disabilities are exempted from payment of application fee. The fee is to be paid online through State Bank of India (SBI) online portal www.onlinesbi.com/sbicollect and then follow the subsequent menus for NEHU Development Account- "recruitment application fee". Attach the State Bank collect transaction ID alongwith the application form.

Demand Draft/Banker's Cheque will not be accepted.

The filled- in application form with complete details alongwith the State Bank collect transaction ID be sent to the Section Officer (Estt.II.B), NEHU, Mawkynroh, Umshing, Shillong-793022. The candidate should mention "Application for the post applied for" in bold letters on top of the envelope.

OTHERS 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 will be summarily rejected.
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. Candidates having requisite qualification and relevant experience shall also be considered under deputation/lien for all above mentioned posts.
6. Mere fulfilling minimum qualification shall not entitle a candidate to be called for interview.
7. 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.
8. Maximum/ Minimum age limit, educational qualifications/experiences etc. in respect of the posts will be counted as on **30.11.2017** being the last date of submission of application.
9. The candidates who are selected against the Statutory Posts having designated Quarters in Shillong Campus shall have to reside in the respective Quarters which will be allotted accordingly.
10. Fees once paid is not refundable.
11. The original degrees/certificate/proof of date of birth and other testimonials towards fulfilment of specified eligibility conditions shall be required to be produced by the candidates, at the time of their interview.
12. 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.
13. The jurisdiction for all legal matter for this recruitment will be Shillong.
14. Relaxation in case of SC/ST/OBC/PWD etc. will be as per the Government of India Rules.

Last date for submission application is **30.11. 2017.**

Assistant Registrar(Estt.II)