

पूर्वोत्तर पर्वतीय विश्वविद्यालय  
जिला: पूर्वी खासी हिल्स, शिलांग - 793022  
मेघालय (भारत)



North-Eastern Hill University  
District: East Khasi Hills, Shillong - 793022  
Meghalaya (India)

F.No.1-4/Estt.I(B)/2022-1006

Dated, 22<sup>nd</sup> November, 2022.

EMPLOYMENT NOTICE

Online applications are invited from Indian Nationals for filling up of Non-Teaching Group-A posts in North-Eastern Hill University.

The last date for receipt of application is 23<sup>rd</sup> December, 2022.

For details login to University Official website [www.nehu.ac.in](http://www.nehu.ac.in) and for applying online please visit [recruitment.nehu.ac.in](http://recruitment.nehu.ac.in).

Prof. Saurabh Kumar Dixit  
Registrar(I/C)

With reference to the Employment Notice No.1-4/Estt.II(B)/2022-1006 dated , 22<sup>nd</sup> November, 2022. Details of essential qualifications, experience etc. in respect of Non-Teaching Group-A posts are as under ;

Sl. No.	Name of the Post	Scale of pay /Pay Band	Number of Vacancies	Remarks
1.	Registrar	Pay Level 14(Rs. 1,44,200-2,18,200)	01(UR)	Direct/Deputation for a tenure of 5 years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process).
2.	Finance Officer	Pay Level 14(Rs. 1,44,200-2,18,200)	01(UR)	Direct/Deputation for a tenure of 5 years or till attaining the age of superannuation i.e. 62 years, whichever is earlier ( Eligible for reappointment after observance of due selection process)
3.	University Engineer	Pay Level 13 (Rs. 1,23,100-2,15,900)	01(UR)	By Deputation or Appointment on Tenure basis

#### 1. Essential Qualification for the post of Registrar

- (i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed
- (ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in Academic Level 12 and above including as Associate Professor along with 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 shall be as Deputy Registrar or an equivalent post.  
Age Limit for Direct Recruits: Preferably below 57 years.

#### Deputation:

Qualifications & Experience: As indicated at above

Grade: Holding analogous post or eight years experience at Pay Level-12

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**2. Essential Qualification for the post of Finance Officer**

- (i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions other education.

OR

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

Age Limit of Direct Recruits: Preferably below 57 years.

**Deputation:**

Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/State Govt.

OR

University System/Other organisation subject to fulfilment of qualification as indicated above on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.

**3. Essential Qualification for the post of University Engineer**

- (i) First Class Bachelor's Degree in Civil Engineering from a recognised Institute/University or equivalent.
- (ii) 08 years of experience as Executive Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/PSU/ Statutory or Autonomous organization/University System or reputed private organizations with an annual turnover of at least Rs. 200 Crores or more.

**Desirable Qualifications:**

- (i) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural

details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.

- (ii) Knowledge of Computer Aided Design(CAD) and latest Management Technology/other relevant software.

**Deputation:**

Officers holding analogous post or with 8 years experience as Executive Engineer (Pay Level 11 ) or equivalent, in the CPWD/State Government PWD services or similar organized services/Semi government/PSU/Statutory or Autonomous Organisation/University System:

Age Limit for Direct Recruits : 56 years ( for deputation).

**HOW TO APPLY**

Applicants can visit NEHU website([www.nehu.ac.in](http://www.nehu.ac.in)) for advertisement details and for applying online please visit ( [recruitment.nehu.ac.in](http://recruitment.nehu.ac.in)). Fee payment can be made online while applying for the post. An application fee of Rs. 1000/- (One thousand) for General/OBC/EWS candidates and Rs. 500/- (Five hundred) only for SC/ST candidates. Women candidates and Person With Disabilities are exempted from payment of application fee.

\*A DISCLAIMER CLAUSE page will open. Check the box for I have read and accepted the terms and conditions stated above and click on the PROCEED button.

**OTHER TERMS AND CONDITIONS**

1. The hard copy form generated online, with duly signed on every pages should be submitted alongwith all the uploaded necessary supporting documents. The complete hard copy of application form either by hand or by post ( Speed Post/Courier) should reach the Office of the Assistant Registrar (Estt.II), NEHU Mawkyroh, Umshing, Shillong 793022 on or before 29<sup>th</sup> December,2022 during office hours. Application forms not generated from the system will not be accepted. The University is not responsible for any postal or Courier delivery delay.
2. The candidates are required to upload all the necessary documents. Certificates in the online applications, Incomplete applications forms in any respect shall not be considered.
3. Shortlisted candidates who are employed and did not apply through Proper Channel are required to submit a NO OBJECTION CERTIFICATE from their employer on the date of interview.

4. No TA/DA shall be paid to the candidates for attending the interview.
5. Mere fulfilling of minimum qualification does not entitle a candidate to be called for interview.
6. The Screening Committee shall devise its own criteria to scrutinize the applications to restrict the number of candidates 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 23<sup>rd</sup> December 2022 being the last date of submission of application.
9. Fees once paid is not refundable under any circumstances.
10. The original degree certificates/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.
11. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of service. In case it is detected that the documents submitted are fake or the candidate has clandestine background and has suppressed the said information his/her service shall be terminated forthwith.
12. NEHU reserves the right to postpone/cancel the recruitment exercise for the posts without assigning any reasons thereof.
13. The jurisdiction for all disputes/Legal matter for this recruitment will be confined to the Courts in Shillong.

Last date for submission of online application is 23<sup>rd</sup> December 2022.

  
22/11/2022  
Prof. Saurabh Kumar Dixit  
Registrar(I/C)