

NORTH-EASTERN HILL UNIVERSITY
P.O. NEHU,MAWLAI-MAWKYNROH, SHILLONG -793022

No. F.5-32/Estt.I./Apptt./2014 (Vol.II)- 800

Dated 12.02.2020

EMPLOYMENT NOTICE

Applications in the prescribed form are invited from the Indian Citizens possessing the required qualifications for the following posts under the North-Eastern Hill University:

Sl. No.	Name of the Posts	Scale of Pay		No. of vacant Posts	Reservation			
		Level	Basic pay		UR	SC	OBC	PWD
1	Section Officer	7	44900-142400	3	2	0	1	0
2	Assistants	6	35400-112400	6	3	1	1	1(HH)

How to apply:

The prescribed Application Form may be downloaded from the University website www.nehu.ac.in . The form should be filled in using MS Word format only and send by e-mail to jobs@nehu.ac.in. An application fee of Rs.1000/- (Rupees One thousand) only for General/OBC/EWS candidates and Rs.500/- (Rupees five hundred) only for SC/ST candidates must be paid only through SBI Collect the link of which is provided in NEHU . Women Candidates and Persons with Disabilities (PWDs) are exempted from payment of application fee.

Only payment by following mode is accepted.

For payment Process using State Bank of india Collect (SBI Collect)

- Click on “SBI Collect “ link in www.nehu.ac.in Or <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
- 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.
 rop down menu, State of Corporate/Institution, select Meghalaya.
 rop down menu, type of Corporate/Institution, select Educational Institutions, Click on the GO button.
- From the drop down menu, Educational Institutions Name, Select
 1) NEHU Development Account and Click Submit.
 2) Recruitment for Non Teaching Group B posts

OTHER TERMS AND CONDITIONS

1. Fees paid is non-refundable under any circumstances.
2. For the posts reserved for PWD, the minimum degree of disability is 40%. The candidates are required to produce necessary documents issued by the competent authority so as to substantiate that they belong to that category, failing which their application will be rejected out rightly.
3. Candidates applying against post reserved for OBC category must submit a valid (up-to-date) "Non Creamy Layer" Certificate from the appropriate authority.
4. Mere eligibility will not entitle any candidate for being called for written test. The University reserves its right to place a reasonable limit on the total number of candidates to be called for written test. Fulfillment of essential qualifications perse does not entitle a candidate to be called for written test.
5. No TA/DA shall be paid to the candidates called for written test.
6. The University reserves the right to withdraw any advertised posts at any time without assigning any reasons thereof. The right is also reserved within the University either to fill or not to fill any post(s).
7. The University shall verify the antecedents/documents submitted by the candidate 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.
8. In case of dispute/suit or legal proceedings against the University the jurisdiction shall confine to the Court of Meghalaya only.
9. The University may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
10. For any Assistance in filling up the form the candidate may visit the Computer Centre, NEHU, Shillong.
11. In case of any doubt, send email to help desk @ nehu.ac.in
12. After filling up the form, send the word file to jobs@nehu.ac.in by email.
13. Documents in original to be produced at the time of written test for verification.
14. Category of the post means a candidate applying to which post, i.e. General/SC/OBC/PWD.
15. The candidate should have a **working e-mail ID** to receive communication from the University which has to be also filled in the application form.

Last date of receipt of application form is 16.03.2020.

The application form should be filled up as per example given below :

Name of the Candidate	LILY RANI DAS (Sample name)			
Name of the Post	Assistant		Section Officer	
Save Application File as	LILY(Asstt).docx	LILY(Asstt).pdf	LILY(SO).docx	LILY(SO).pdf
Scanned Birth Certificate	LILY(BC).png		LILY(BC).png	
Scanned Degree Marksheet	LILY(Degree).png		LILY(Degree).png	
Scanned Category Certificate	LILY(SC).png or LILY(ST).png or LILY(OBC).png or LILY(PWD).png or LILY(EWS).png or		LILY(SC).png or LILY(ST).png or LILY(OBC).png or LILY(PWD).png or LILY(EWS).png or	
Proof of payment	Rename the downloaded pdf file as LILY(Payment).pdf and attach with the email.			
Technical Qualification	LILY(Technical).png		LILY(Technical).jpg	
Make sure that the Word Document is free of virus. Otherwise the Computer System will reject your application.				
Send mail to jobs@nehu.ac.in , attaching docx File, PDF files and scanned documents				
Subject : Post Applied for and Name of Candidate eg, SO LILY RANI DASS or Assistant LILY RANI DASS				

Sd/-
Registrar

ELIGIBILITY CRITERIA

FOR THE POSTS OF SECTION OFFICER:

(A) QUALIFICATIONS		
	(i)	A Graduate from a recognized University
	(ii)	Must have at least 10(ten) years experience in administrative/elementary accounts work in Govt./Semi Govt. or in autonomous organizations.
	(iii)	Working knowledge in Computer (Proficiency in Computer Application with knowledge in MS Office) N.B: <i>There shall be a written test of 100 marks and 40 marks shall be qualifying marks for the post. Candidates will be tested on English, General aptitude and Computer knowledge. Preference will be given to the candidate having work experience in the academic institution/University system</i>
(B) AGE		
	(i)	The upper age limit for the Post shall be 40 years for General Category, 43 years for OBC and 45 years for SC and ST Candidates as on the last date fixed for submission of application.

FOR THE POST OF ASSISTANTS:

(A) QUALIFICATIONS		
	(i)	A Graduate from a recognized University
	(ii)	Must have 5(five) years of experience in Secretarial/Office/Administrative works in the Scale of pay in PB-1 (5200 – 20200) with G.P. – of Rs. 2400.
	(iii)	Working knowledge in computer (Proficiency in Computer Application with knowledge in MS Office) N.B: <i>There shall be a written test of 100 marks and 40 marks shall be qualifying marks for the post. Candidates will be tested on English, General aptitude and Computer knowledge. Preference will be given to the candidate having experience in the academic institution/University system</i>
(B) AGE		
	(i)	The upper age limit for the Post shall be 40 years for General Category, 43 years for OBC and 45 years for SC and ST Candidates as on the last date fixed for submission of application