



नागालैण्ड विश्वविद्यालय

NAGALAND UNIVERSITY

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament No.35 of 1989)

मुख्यालय : लुमामी, जुन्हेबोटो (नागालैण्ड), पिन कोड – 798627

Headquarters: Lumami, Dist. Zunheboto (Nagaland), Pin Code-798 627

No. F.A.238/Estt-I/Voll-III/2013 - 5551

Date: 11.02.2025

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No .NT/01/2025

Online applications are invited for the following Non-Teaching posts under Nagaland University. Interested candidates are informed to visit the Nagaland University website www.nagalanduniversity.ac.in for details.

Sl. No	Name of the post	No of post(s)	Reservation	Pay Matrix 7 th CPC
1	Assistant Registrar	01	ST	Pay level-10 (56100-177500)
2	Senior Technical Assistant (Agricultural Extension Education)	01	UR	Pay Level-6 (35400-112400)
3	Senior Technical Assistant (Livestock Production & Management)	01	UR	Pay Level-6 (35400-112400)
4	Senior Technical Assistant (RDP)	01	PWD (OH)	Pay Level-6 (35400-112400)
5	Junior Stenographer	01	UR	Pay Level- 4 (25500-81100)
6	Library Assistant	02	1 UR, 1 ST	Pay Level- 4 (25500-81100)
7	Lower Division Clerk	10	5 UR, 5 ST	Pay Level- 2 (19900-63200)
8	Driver	01	ST	Pay Level- 2 (19900-63200)
9	Cook	01	UR	Pay Level- 2 (19900-63200)
10	Plumber	01	ST	Pay Level- 2 (19900-63200)
11	Library Attendant (MTS)	02	1 UR, 1 PWD (HH)	Pay Level- 1 (18000-56900)
12	Sweeper-cum-cleaner (MTS)	04	2 UR, 2 ST	Pay Level- 1 (18000-56900)
13	Safaiwala (MTS)	01	UR	Pay Level- 1 (18000-56900)
14	Kitchen Attendant (MTS)	04	2 UR, 2 ST	Pay Level- 1 (18000-56900)
15	Security Guard (MTS)	03	1 UR, 2 ST (1 Ex-serviceman)	Pay Level- 1 (18000-56900)
16	Chowkidar (MTS)	01	1 ST	Pay Level- 1 (18000-56900)
17	Peon (MTS)	05	3 UR, 1 ST, 1 PWD (HH)	Pay Level- 1 (18000-56900)
18	Field Attendant	01	UR	Pay Level- 1 (18000-56900)
19	Lab Attendant	01	UR	Pay Level- 1 (18000-56900)


Abbreviation: UR: Unreserved ST: Scheduled Tribe OBC: Other Backward Classes PWD: Persons with Disabilities, OH: Orthopaedically Handicapped. HH: Hearing Handicapped. VH: Visually Handicapped.

The last Date for submission of the Online Application is 15th March 2025.



(Dr. MBEMO) 2-25
Registrar

Essential Qualification/Experience and Maximum Age Limit

1. Assistant Registrar	i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. Desirable: Experience in Administrative/Financial/Exam-related works in the University or Govt organizations. Age limit: 35 years
2. Senior Technical Assistant (Agricultural Extension Education)	i. Master's Degree in the relevant subject with at least two years' experience in the relevant field Age Limit: 28 Years
3. Senior Technical Assistant (Livestock Production & Management)	i. Master's Degree in the relevant subject with at least two years' experience in the relevant field Age Limit: 28 Years
4. Senior Technical Assistant (Rural Development & Planning)	i. Master's Degree in the relevant subject with at least two years' experience in the relevant field Age Limit: 28 Years
5. Junior Stenographer	i. Bachelor's Degree from any recognized Institute/ University. ii. Diploma in Stenography Desirable Qualifications: Proficiency in English and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi Age Limit: 27 years.
6. Library Assistant	i. HSSLC from a recognized Board with 3 years' experience in Library related works Desirable: BLISc/B.Lib and Computer Knowledge Age Limit : 28 years
7. Lower Division Clerk	i. Bachelor's Degree from any recognized Institute/University. Skill Test Norm on Computer: English Typing @ 35 wpm (10500 KDPH on an average of 5 Key depressions for each word) in 10 minutes Age Limit: 27 years.
8. Driver	i. HSLC from a recognized Board. ii. Valid Driving License from appropriate Government Authority. Desirable: i) Experience of driving in an organized institution or ii) Experience in motor mechanic work. Age Limit: 28 Years
9. Cook	i. HSLC from a recognized Board. ii. Experience in cooking/catering services in Institutions/Guest Houses or Hospices etc Desirable: Working Knowledge of Local language and Hindi/English. Age Limit: 28 years.

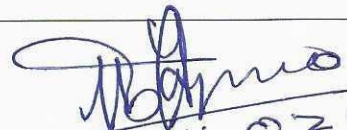

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10. Plumber	i. HSLC from a recognized Board ii. Certificate in Plumbing from ITI/Govt Institute. Age Limit: 28 years
11. Library Attendant	i. HSLC from a recognized Board. Desirable: Basic knowledge of computer applications. Age Limit: 28 years.
12. Sweeper-cum-cleaner (MTS)	i. HSLC from a recognized Board. Age Limit: 28 years
13. Safaiwala (MTS)	i. HSLC from a recognized Board. Age Limit: 28 years
14. Kitchen Attendant (MTS)	i. HSLC from a recognized Board. Age Limit: 28 years
15. Security Guard (MTS)	i. HSLC from a recognized Board. Age Limit: 28 years
16. Chowkidar (MTS)	HSLC from a recognized Board. Age Limit: 28 years
17. Peon (MTS)	i. HSLC from a recognized Board. Age Limit: 28 years
18. Field Attendant (MTS)	HSLC (Science) from a recognized Board. Age Limit: 28 years
19. Laboratory Attendant (MTS)	i. HSSLC (Science) from a recognized Board. Age Limit: 28 years


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GENERAL INFORMATION/INSTRUCTION TO THE CANDIDATES

1.	Application Fee for the post from Sl. No 1 to 4 is ₹1000/- (General/OBC Category) and ₹500/- (SC/ST) and for other posts is ₹500/- (General/OBC Category) and ₹250/- SC/ST). Application Fees once paid shall not be refunded under any circumstances. The candidates from PWD category are exempted from payment of the application fee.
2.	Relaxation of upper age limit for 5 years for SC/ST and 3 years for OBC candidates shall be admissible as per the rules of the Government of India.
3.	The Crucial Date for determining the Upper Age Limit/Age Relaxation shall be the Closing Date for receipt of Online Application.
4.	Candidates belonging to SC/ST/EWS/OBC/PWD category and claiming Relaxation should submit proper Certificates as per the pro forma of Govt. of India.
5.	Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation for Person with Disabilities.
6.	Candidates applying against OBC reserved post must submit valid and up-to-date Non-Creamy Layer Certificate.
7.	Separate application Form and Fee are required for each post in case a candidate intends to apply for more than one post.
8.	Candidates should upload scanned copies of their original certificates and mark sheets from Matriculation onwards in support of their educational qualifications, experience etc. Wherever the grading system is followed, the equivalent percentage must be indicated in the relevant column of his/her application
9.	Qualifications/Experiences etc. as on the last date of submission of applications will only be taken into consideration.
10.	Persons who are already working in the service under the Central/ State Government or any other organization should send their applications through proper channel. However, an advance copy may be submitted Online. In such cases “ No Objection Certificate ” & “ Vigilance Clearance Certificate ” from the employer must be produced at the time of interview/written examination.
11.	The University shall have the right to restrict the number of candidates for interview/written examination/skill test based on qualifications and experience who possess higher than the minimum prescribed or by any other conditions as per the rules. The decision of the Screening Committee regarding shortlisting the candidates from amongst the total number of applications received shall be binding for all.
12.	The university shall verify the antecedents or documents submitted by candidates at any time during the process of recruitment/service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background for which he/she has been convicted by any court and has suppressed the said information, then his/her service shall be liable to be terminated.
13.	Submission of wrong/false information, if detected at any stage of the recruitment, the University reserves the right to withdraw/cancel any appointment made to the candidates.
14.	In case of any dispute/ambiguity that may occur in the process of Selection, the decision of the University shall be final and binding.


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15.	The University reserves the right to increase/ decrease the number of posts.
16.	The Selection Committee may decide its own method of evaluating the performance of the Candidates.
17.	The rules of UGC/Govt. of India in regard to Pay and Allowances, Leave, Pension & Provident Fund shall be followed subject to amendments if any, from time to time. New entrants shall be covered by the National Pension Scheme (NPS).
18.	Applicant should ensure his or her eligibility to prescribed conditions and apply. No interim or personal correspondence shall be entertained.
19.	All communication to the candidates shall be made through their given emails only. The University will not be responsible for non-receipt of Call Letters for written examinations/ skill test/interviews due to applicant providing their wrong email IDs.
20.	Candidates who have already applied for the post of Assistant Registrar advertised vide No.NU/REC/GEN-I/VOL-II/2016- 820 ADVERTISEMENT No.02 /2023-820 dated 3 rd May 2023 and shortlisted for the Written Exam need not apply for the post of Assistant Registrar again.
21.	Canvassing in any form will lead to disqualification.
22.	Any corrigendum/change/update related to the recruitment process shall be placed only on the official website of Nagaland University. www.nagalanduniversity.ac.in .
23	Last Date for Submission of Online Application is 15th March 2025 (Till 11:59 PM, IST)


 (Dr. Abemo) 1-02-25
 Registrar