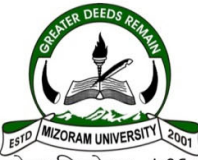


मिज़ोरम
MIZORAM



विश्वविद्यालय
UNIVERSITY

आइजोल, मिज़ोरम - ७९६००४
AIZAWL, MIZORAM - 796004

भारतीय संसद द्वारा पारित एक्ट के अंतर्गत स्थापित एक केंद्रीय विश्वविद्यालय

A Central University established by an Act of Parliament

स्थापना (गैर-शिक्षण) विभाग

Establishment (Non-Teaching) Department

Post Box No.: 190

Gram : MZU

Email: mzunonteaching@gmail.com

No. 3/8-6/2025-Estt.(NT)/27-29

Dated Aizawl, the 17th July, 2025

EMPLOYMENT NOTICE

Applications are invited for filling up of **Director, College Development Council (Group 'A')** under Mizoram University as detailed vide **ANNEXURE - I**.

TERMS AND CONDITIONS

1. Applications are invited in **ONLINE MODE** only through **MZU Samarth Recruitment Portal**: <https://mzu.edu.in/cdc2025>
2. Start date of online application: **17/07/2025 - 11:00 AM IST**
End date of online application: **17/08/2025 - 05:00 PM IST**

Applicants are advised to submit the form well before the end date of applications to avoid the last minute technical issues which may arise due to network problems etc. No request to extend the end date will be entertained.

3. A **non-refundable application fee** is as below:
 - a) Group 'A' post: **₹ 500.00 (₹ 250.00** for SC/ST/EWS applicants, subject to submission of valid supporting Certificates).
 - b) i. **Persons with Disabilities (PWDs) are fully exempted** from payment of the prescribed fees on submission of relevant Disability Certificate issued by the competent authority.
 - ii. **Women applicants are fully exempted** from payment of the prescribed fees.
4. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification, furnished with clarity, as laid down in the advertisement.
5. Applications should be supported by relevant documents in all respect. Claims of educational qualifications from Under Graduate level onwards should be supported by Certificates as well as Mark sheets. Applications not supported by relevant documents shall be summarily rejected.
6. Canvassing directly or indirectly at any stages of the recruitment process will lead to disqualification.

7. The status of receipt of application, screening and short-listing of candidates etc. shall

be uploaded in the website / recruitment portal. Candidates are, therefore, advised to regularly visit the website of Mizoram University <https://mzu.edu.in> or <https://mzu.edu.in/cdc2025>

8. The crucial date for reckoning age-limit, possession of educational/other qualifications, possession of required experience etc. is the last date of submission of application. Date of Birth as per Matriculation certificate will be accepted and may, therefore, be used as age proof.
9. Candidate already in service must submit their application through Proper Channel. While an advance copy may be sent directly, a No Objection Certificate (NOC) or duly forwarded application should be produced at the time of interview. Such candidates are also required to produce 'Integrity Certificate' and 'Vigilance Clearance Certificate' **(ANNEXURE – II)** at the time of interview, if not submitted earlier.
10. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for personal interview. In the event of number of applications being large with respect to the number of vacant posts, the University may resort to short listing criteria to restrict the number of candidates to be called for personal interview to a reasonable limit by following methods which shall be devised by the University including holding a screening test. Applicants are, therefore, advised to mention all the qualifications and experiences in the relevant field over and above the minimum qualification and should attach attested copies of the certificates in support thereof.
11. Certificate in support of experience shall be in proper format i.e., it shall bear the organization's letter-head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
12. Any change in the correspondence address, mobile/telephone no. and email address shall be communicated to the University, in writing.
13. The University shall verify the antecedents or documents submitted by a candidate at any stage - at the time of appointment or during the tenure of service. In case of fake documents, clandestine antecedents or suppression of information, services in the University shall be terminated.
14. Government of India is striving for gender balance in Government jobs. Women candidates fulfilling the eligibility criteria are encouraged to apply.
15. The completeness of the submitted application is the sole responsibility of the applicant. The University will not be responsible for any technical issues encountered during the online submission process. Application once submitted cannot be modified.
16. In case of any inadvertent mistake in the advertisement and in the process of selection, which may be detected at any stage, even after issue of appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
17. Any employee of the University may be required to stay in the University Campus or any other place as required by the University.

18. On any matters related to the current advertisement and in the subsequent processes of selection, the decision and/or interpretation of Mizoram University shall be final.
19. Interview will be conducted in **offline mode**. No TA shall be paid to the candidates for attending the interview.
20. Query (if any) regarding this advertisement should be made via email only to mzunonteaching@gmail.com. Applicants are advised not to contact directly with University officials.
21. *Addendum/corrigendum (if any) to the advertisement shall be notified in the Mizoram University website only.*

Sd/- Prof. LALNUNDANGA
Registrar

MIZORAM UNIVERSITY**Group –A**

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Age Limit	Educational / Desirable / Other Qualifications
1.	Director, College Development Council <i>Level 14 in the Pay Matrix</i>	1(UR)	Preferably below 57 years	Essential: (i) Masters' Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed. (ii) At least 3 (three) years of experience in the Academic Level 13A along with experience in educational administration; <p style="text-align: center;">OR</p> Comparable experience in research establishment and/or other institutions of higher education; <p style="text-align: center;">OR</p> 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

- Selection for the post of Director, College Development Council, Mizoram University will be based entirely on performance in the personal interview and the merit thereof.
- The appointment shall be for a tenure upto 5 years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.

**FORMAT OF CERTIFICATES REQUIRED TO BE ENCLOSED BY
CANDIDATES IN-SERVICE**

INTEGRITY CERTIFICATE

After scrutinizing ACR/APAR of Dr./Shri / Smt. / Ms. _____
who has applied for the post of _____ in Mizoram University,
it is certified that his/her integrity is beyond doubt.

Date :

**Authorized signatory
Name & Official Seal**

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending
or contemplated against Dr./Shri/Smt./Ms. _____
who has applied for the post of _____
in Mizoram University.

Date :

**Authorized signatory
Name & Official Seal**