

ANNEXURE – I

DETAILS OF THE VACANT POSTS IN MIZORAM UNIVERSITY – GROUP ‘B’

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Private Secretary PB-2, ` 9,300 – 34,800 + GP ` 4,600/-	1 OBC	PSM	28 years	i) Graduate from a recognized University. ii) Skilled ability to manage secretarial duties independently. iii) Shorthand and typing speed of 120/30 wpm respectively (in 10 mins. duration test). iv) Knowledge of Computer Application. Desirable: Secretarial experience of 3 years in Central/State Govts. and Institutions/Autonomous bodies.
2.	Professional Assistant PB-2, ` 9,300 – 34,800 + GP ` 4,200/-	1 OBC	PRM	28 years	Master's degree in Library Science. OR Bachelor's degree in Library Science with PG degree. OR Bachelor's degree in Library Science with 5 years experience as Semi Professional Assistant. Desirable: Proficiency in Computer Application.
3.	Personal Assistant PB-2, ` 9,300 – 34,800 + GP ` 4,200/-	1 UR	PAM	28 years	i) Graduate from a recognized University. ii) Shorthand and Typing Speed of 100/30 wpm respectively (in 5 mins. Duration test). iii) Working knowledge of Computer. Desirable: i) Secretarial experience of 3 years. ii) Proficiency in English.

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4.	Coach PB-2, ` 9,300 – 34,800 + GP ` 4,200/-	1 SC	COM	28 years	<p>i) Graduate with NIS (National Institute of Sports) Diploma holder and/or SAI (Sports Authority of India) Diploma holder. ii) 10+2 or equivalent with certificates of National/International level sports participation.</p> <p>Desirable: i) Graduate with NIS/SAI Diploma holder with at least 2 years coaching experience. ii) Certificates of National/All India Inter-Varsity Tournament/ International Level Sports participation.</p>
5.	Junior Engineer PB-2, ` 9,300 – 34,800 + GP ` 4,200/-	1 SC	JEM	28 years	<p>3 years Diploma holder in Civil/Electrical Engineering from a recognized Institution/University.</p> <p>Desirable: i) Working experience in the concerned field. ii) Knowledge of Computer Application/Modeling (Auto CAD, etc.).</p>
6.	Instructor (Workshop) PB-2, ` 9,300 – 34,800 + GP ` 4,200/-	1 OBC	INM	28 years	<p>Diploma in Mechanical Engineering from a recognized Institution/ University.</p> <p>Desirable: i) Working experience of 3 years as Instructor in recognized educational institutions or Govt. of India undertakings/Autonomous bodies. ii) B.E./B.Tech in Mechanical Engineering.</p>

DETAILS OF THE VACANT POSTS IN MIZORAM UNIVERSITY – GROUP ‘C’

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
7.	Stenographer Grade-III PB-1, ` 5,200 – 20,200 + GP ` 2,400/-	14 (6 UR, 7 ST, 1 OBC)	STM	28 years	i) HSSLC. ii) Shorthand and Typing Speed of 80/30 wpm respectively (in 5 mins. Duration test). iii) Working knowledge of Computer. iv) Proficiency in English. Desirable: Working knowledge of Hindi.
8.	Cook PB-1, ` 5,200 – 20,200 + GP ` 1,900/-	1 UR	CKM	28 years	i) HSLC. ii) Experience in cooking/catering services in institutions/Guest Houses, Hospices, etc. Desirable: Working knowledge of Mizo and Hindi/English.
9.	LDC PB-1, ` 5,200 – 20,200 + GP ` 1,900/-	27 (13 UR, 13 ST, 1 OBC)	LDM	28 years	i) HSLC. ii) Typing speed of 30 wpm. iii) Working knowledge of Computer.
10.	Peon PB-1, ` 5,200 – 20,200 + GP ` 1,800/-	2 OBC	PEM	28 years	HSLC.
11.	Kitchen Attendant PB-1, ` 5,200 – 20,200 + GP ` 1,800/-	1 UR	KAM	28 years	HSLC. Desirable: i) Work experience in Govt. run Institutes, Guest Houses, Hospices, etc. ii) Working knowledge of Mizo and Hindi/English.

Reservation for Persons with Disabilities (PWDs): 1 (one) post out of the 14 (fourteen) vacant posts of Stenographer Grade – III is reserved for OH. Applications are also invited from VH, HH and Persons other than PWDs. VH and HH candidates will be considered in the event of unavailability of suitable OH candidates. Persons other than PWDs will be considered in the event of unavailability of suitable OH, VH and HH candidates.

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12.	Laboratory Attendant PB-1, ` 5,200 – 20,200 + GP ` 1,800/-	1 OBC	LAM	28 years	HSLC.
13.	Duftry PB-1, ` 5,200 – 20,200 + GP ` 1,800/-	1 UR	DFM	28 years	HSLC.

DETAILS OF VACANT POSTS IN PACHHUNGA UNIVERSITY COLLEGE – GROUP ‘C’

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Post Code	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Cook PB-1, ` 5,200 – 20,200 + GP ` 1,900/-	2 UR	CKP	28 years	i) HSLC. ii) Experience in cooking/catering services in institutions/Guest Houses, Hospices, etc. Desirable: Working knowledge of Mizo and Hindi/English.
2.	Junior Library Assistant PB-1, ` 5,200 – 20,200 + GP ` 1,900/-	1 UR	JLP	28 years	HSLC. Desirable: Working knowledge of Computer.
3.	Library Attendant PB-1, ` 5,200 – 20,200 + GP ` 1,800/-	1 UR	LAP	28 years	HSLC. Desirable: Working knowledge of Computer.
4.	Cleaner PB-1, ` 5,200 – 20,200 + GP ` 1,800/-	1 UR	CLP	28 years	HSLC.