

ANNEXURE – I

DETAILS OF THE VACANT NON-TEACHING POSTS

I: Group ‘A’ (Non-teaching) Posts – Recruitment on all India basis

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
1	<i>Finance Officer*</i> <i>PB-4, Rs. 37,400 – 67,000</i> <i>+ GP Rs. 10,000/-</i> <i>(5 years term, further extendable – Retirement age is 62 years)</i>	1 (UR)	NA	<p>i) A Master’s degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>ii) At least 15 years of teaching experience as Assistant Professor in the AGP of Rs. 7,000/- and above or with 8 years of service in the AGP of Rs. 8,000/- and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>iii) Comparable experience in research establishments and/or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>i) Officers from Organized Accounts Services.</p> <p>ii) Experience of Finance administration.</p>

*** Candidates who already applied against earlier advertisement vide Employment Notice No.1-1/Estt.I/09/11498 – ‘574 dated 26-10-2009 need not apply afresh but may update their application, if required. No additional fee is required.**

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
2	Director (College Development Council)** PB-4, Rs. 37,400 – 67,000 + GP Rs. 8,900/- (3 years tenure term and extendable)	1 (UR)	NA	<p>i) A Master's degree with at least 55% of the marks or its equivalent grade from a recognized University.</p> <p>ii) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7,000/- and above or with 8 years of service in the GP of Rs. 89,00/- and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>iii) Comparable experience in research establishments or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>iv) 15 years of administrative experience of which 8 years as Deputy registrar or in an equivalent post.</p> <p>Desirable: Candidates having experience in University administrative system dealing with academic matters.</p>

**** Candidates who already applied against earlier advertisement vide Employment Notice No.1-1/Estt.I/09/11498 – '574 dated 26-10-2009 need not apply afresh but may update their application, if required. No additional fee is required.**

3	Internal Audit Officer PB-3, Rs. 15,600 – 39,100 + GP Rs. 7,600/- (To be filled on deputation for a tenure of 5 years)	1 (UR)	55 years	<p>i) Officers belonging to the Audit & Accounts Depts., or similar organized Depts.</p> <p>ii) Officers holding analogous posts on regular basis or with 5 years regular service in the scale of pay of PB-3, Rs. 15,600 – 39,100 + GP Rs. 6,600/- from Central/State Govt./University & Autonomous organizations.</p>
---	--	--------	----------	---

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
4	Deputy Registrar <i>PB-3, Rs. 15,600 – 39,100</i> <i>+ GP Rs. 7,600/-</i>	1 (UR)	50 years	<p>i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>ii) 9 years of experience as Assistant Professor in the AGP of Rs. 6,000/- and above with experience in educational administration, OR Comparable experience in research establishment and/or other institutions of higher education, OR 5 years of administrative experience as Assistant Registrar or an equivalent post.</p> <p>Desirable: Experience in establishment, financial administration and/or in the conduct of University examinations or other comparable examinations.</p>
5	Assistant Registrar <i>PB-3, Rs. 15,600 – 39,100</i> <i>+ GP Rs. 5,400/-</i>	3 (1 UR, 1 SC, 1 OBC)	35 years	<p>Good academic record plus Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.</p> <p>Desirable: Persons having experience in establishment, financial administration and/or experience in conduct of University examinations and other comparable examinations.</p>
6	Medical Officer <i>PB-3, Rs. 15,600 – 39,100</i> <i>+ GP Rs. 5,400/-</i>	2 (1 UR, 1 SC)	35 years	<p>MBBS or equivalent qualification as per Medical Council of India norms.</p> <p>Desirable: PG Degree in medicine</p>

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
7	Public Relation Officer PB-3, Rs. 15,600 – 39,100 + GP Rs. 5,400/-	1 (UR)	35 years	<p>i) Good academic record plus Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.</p> <p>ii) Must have good command of English/Hindi and Mizo language.</p> <p>Desirable: PG Degree/PG Diploma in Mass Media/Mass Communication/Journalism and/or 3 years experience in public relations/journalism filed in Govt. institutions or free-lance work.</p>
8	Hindi Officer PB-3, Rs. 15,600 – 39,100 + GP Rs. 5,400/-	1 (OBC)	35 years	<p>i) Good academic record with Master's degree in Hindi, of at least 55% marks or its equivalent grade of B in the UGC seven point scale.</p> <p>ii) Degree course may be English/Hindi as compulsory/elective subject or either of the two as a medium of examination and the other as a compulsory/elective subject at degree level.</p> <p>Desirable: (i) M.Phil in Hindi. (ii) Knowledge of Computer Application.</p>
9	System Analyst PB-3, Rs. 15,600 – 39,100 + GP Rs. 5,400/-	1 (OBC)	35 years	<p>i) First Class MCA. OR First Class M.Sc (Computer Science/Computer software), OR</p> <p>ii) First Class B.E./B.Tech in Computer Science/Engineering/Technology.</p> <p>Desirable: 2 years professional experience in the line.</p>

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
10	Networking Engineer <i>PB-3, Rs. 15,600 – 39,100 + GP Rs. 5,400/-</i>	1 (ST)	35 years	i) First Class B.E./B.Tech in Computer Science/ Engineering/ Technology/IT ii) First Class M.E./M.Tech in Computer Engineering/IT Desirable: 2 years professional experience in the line
11	Computer Programmer <i>PB-3, Rs. 15,600 – 39,100 + GP Rs. 5,400/-</i>	1 (UR)	35 years	i) First Class B.E./B.Tech in Computer Science/Technology in CSE/IT ii) First Class M.Sc in Computer Science/Technology with work experience in the line. Desirable : 2 years professional experience in the line.

II: Group 'B' Posts – Recruitment on all India basis

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
1	Private Secretary <i>PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,600/-</i>	1 (OBC)	28 years	<p>i) Graduate from a recognized University. ii) Skilled ability to manage secretarial duties independently. iii) Shorthand and typing speed 120/30 wpm respectively (in 10 mins. duration test). iv) Knowledge of Computer Application.</p> <p>Desirable: Secretarial experience of 3 years in Central/State Govts. and Institutions/Autonomous bodies.</p>
2	Security Officer <i>PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,600/-</i>	2 (1 UR, 1 ST)	28 years	<p>i) Graduate with 5 years experience as responsible supervisory position in Security in a Govt. office, Educational institution/Private organization of repute. ii) Preference will be given to persons who have served in the Army or such Uniformed service at JCO level or above. (The educational qualification of Sl. (i) shall not be applicable).</p> <p>Desirable: Knowledge of Mizo and Hindi/English.</p>
3	Assistant Engineer <i>PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,600/-</i>	2 (1 UR, 1 OBC)	28 years	<p>Bachelor's degree in Civil/Electrical Engineering from a recognized Institution.</p> <p>Desirable: i) Master's degree in Civil/Electrical Engineering from a recognized Institution/University. ii) Knowledge of Computer Modeling/Auto CAD, etc.</p>

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
4	Junior Engineer PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,200/-	3 (2 UR, 1 SC)	28 years	3 years Diploma holder in Civil/Electrical Engineering from a recognized Institution/University. Desirable: i) Working experience in the concerned field. ii) Knowledge of Computer Application/Modeling (Auto CAD, etc.).
5	Assistant PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,200/-	3 (1 UR, 1 SC, 1 OBC)	28 years	i) Graduate from a recognized University. ii) Working knowledge of Computer. Desirable: Master's degree with work experience.
6	Professional Assistant PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,200/-	1 (OBC)	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.
7	Staff Nurse PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,200/-	2 (1 UR, 1 ST)	28 years	i) B.Sc (Nursing) degree from a recognized University and registered under the Indian Nursing Council Act. ii) GNM/Diploma from a recognized Institute in any field of Nursing, having 2 years experience as Staff Nurse. Desirable: Experience in nursing under Govt./Govt. recognized hospitals.

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
8	Coach PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,200/-	3 (2 UR, 1 SC)	28 years	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. 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.
9	Senior Technical Assistant PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,200/-	4 (2 UR, 1 SC, 1 OBC)	28 years	B.Sc with 5 years experience. OR PG degree in Science with 2 years experience in the line.
10	Hindi Translator PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,200/-	1 (UR)	28 years	i) Master's Degree of a recognized University in Hindi/English, with English/Hindi as a compulsory/elective subject or as medium of examination at degree level, OR Master's degree of a recognized University in any subject other than Hindi/English with Hindi and English as a compulsory/elective subject or either of the two as medium of examination and the other as compulsory/elective subject at degree level. ii) Bachelor's degree with Hindi and English as main subject or either of the two as the medium of examination.

Sl. No.	Name of Post / Pay Band + Grade Pay	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
11	Instructor (Workshop) <i>PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,200/-</i>	1 (<i>OBC</i>)	28 years	Diploma in Mechanical Engineering from a recognized Institution/ University. 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.
12	Foreman (Workshop) <i>PB-2, Rs. 9,300 – 34,800 + GP Rs. 4,200/-</i>	1 (<i>UR</i>)	28 years	Diploma in Mechanical/Electrical Engineering from a recognized Institution/University. Desirable: i) Working experience of 3 years in the line. ii) B.E./B.Tech in Mechanical/Electrical Engineering.

Reservation for Persons with Disabilities: 1 (one) post of Assistant is reserved for Hearing Handicapped.