

MANIPUR UNIVERSITY
CANCHIPUR : IMPHAL

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SPECIAL RECRUITMENT DRIVE for SC/ST
ADVERTISEMENT NO.1 of 2008
Dated, the 1st January, 2008

No. MU/6/14/87/Admn.I: Applications on plain paper with complete mailing address and detailed bio-data are invited from the SC/ST candidates for appointment to the following posts:-

<u>Sl.No.</u>	<u>Name of posts</u>	<u>No. of posts</u>	<u>SC/ST</u>
1.	Deputy Registrar	1	ST
2.	Assistant Finance Officer	1	SC
3.	Assistant Registrar	1	ST

The application along with attested copies of documents and a fee of Rs.100/-in the form of Bank Draft of SBI drawn in favour of Registrar, Manipur University, Canchipur payable at SBI, Manipur University campus, Canchipur (Code No.5320) or Cash Receipt of the University should reach the Registrar, Manipur University, Canchipur, Imphal-795003 on or before **14th February, 2008.**

Reservation for Persons with Disability shall be made as per GOI rules.

Details of essential qualifications, experience, scales of pay and the terms and conditions may be downloaded from the website www.manipuruniv.ac.in or can be obtained from the University cash counter on payment of Rs.20/-.

(PROF. N. LOKENDRA SINGH)
REGISTRAR

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INFORMATION SHEET

(for the posts of Deputy Registrar, Assistant Finance Officer and
Assistant Registrar)

A. ESSENTIAL QUALIFICATIONS

1. **Deputy Registrar**

- (a) A Master's degree with at least 55% of the marks or equivalent grade of 'B' in the UGC seven point scale;
- (b) Five years of experience as a Lecturer in a college or a university with experience in educational administration;

OR

Comparable experience in research establishment and/or other institutions of higher education

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post.

2. **Assistant Registrar/Assistant Finance Officer**

Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.

B. RELAXATION

A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for SC/ST category.

C. SCALE S OF PAY

1. Rs.12000-420-18300/- - for the post of Deputy Registrar
2. Rs. 8000-275-13500/- - for the posts Assistant Registrar and Assistant Finance Officer (A.F.O.)

D. TERMS AND CONDITIONS

1. The University will not be responsible for any loss or delay in transit of the application.
2. The application received after the last date will not be entertained.
3. Incomplete application form will be rejected outright.
4. Candidates already in service should send their applications through proper channel. Advance copy may be sent directly. However, in such cases the candidate called for interview shall have to produce "NO OBJECTION CERTIFICATE" duly forwarded by the Competent Authority.
5. Mere fulfilling essential qualification does not entail a candidate to be called for interview. The University reserves the right to institute its own screening procedure for short-listing the candidates. Only short listed candidates will be called for interview. For the posts of Assistant Registrar and A.F.O. a screening written test on General English, Computer comprehension and General aptitude may be conducted. The date and place of the test shall be communicated to the eligible candidates.
6. The University reserves the right to fill up or not to fill up the post(s) advertised.
7. Candidates belonging to SC/ST should intimate their category by enclosing copies of the necessary documents.
8. Candidates applying for more than one post should submit separate applications along with prescribed application fee.
9. Fees once paid is not refundable
10. No TA/DA will be paid for attending the interview/written test.