



पूवोत्तर पर्वतीय विश्वविद्यालय
पू० प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)
North-Eastern Hill University
NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :
Grams : NEHU

F.No.1-4/Estt.II(B)/2014-2091

Dated, the 27th January, 2014.

EMPLOYMENT NOTICE

Applications on the prescribed format are invited from Indian Nationals for filling up the post of Registrar, Finance Officer and Librarian, Deputy Registrar(Leave vacancy) and Assistant Librarian in North-Eastern Hill University.

The last date for receipt of application is 7.3.2014.

For details log into University Official website www.nehu.ac.in

Sd/-
Registrar

**With reference to the Employment Notice No. F. 1-4/Estt.II(B)/2014-2091 dated, 27.1.2014.
The essential qualification, experience etc. for the following posts may be seen as under**

Sl.No.	Name of the post	Pay Band	Grade Pay	Number of post
1.	Registrar	Rs.37400-67000/-	Rs. 10,000/-	1(for a tenure of 5 years)
2.	Finance Officer	Rs.37400-67000/-	Rs. 10,000/-	1(for a tenure of 5 years)(Applications on deputation will also be considered).
3.	Librarian	Rs.37400-67000/-	Rs. 10,000/-	1
4.	Deputy Registrar	Rs. 15600-39100/-	Rs. 7600/-	1 (Leave vacancy for a period of 1 year).
5.	Assistant Librarian	Rs. 15600-39100/-	Rs. 6000/-	1

(i) Essential qualification for the post of Registrar

- (a) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.
- (b) At least 15 years' of experience as Lecturer/Assistant Professor or eight years of service as Reader in the AGP of eight thousand and above including as Associate Professor along with experience in educational administration.

OR

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

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Note: The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates

or candidates already in the University system.-

(i) Essential qualification for the post of Finance Officer

- a. Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.
- b. At least 15 years experience as Lecturer/Assistant Professor or eight years experience as Reader in the AGP of eight thousand and above including as Associate Professor along with experience in Financial Administration.

OR

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

OR

15 years of experience in Financial Administration, of which at least 8 years shall be as Deputy Registrar or an equivalent post.

OR

- (ii) A member of any of the Organized Central Accounts Services in the same grade pay or with 5 years service in the immediately below grade pay.

OR

A Chartered Accountant having minimum experience of 10 years as Chartered Accountant.

N.B: The candidates who have applied for the post of Finance Officer in response to the earlier Employment Notice No. Advt. No.1-4/Estt.I(B)/2013-2049 dt. 9.10.2013 need not apply again. Their applications will be considered subject to fulfillment of prescribed qualifications and other terms and conditions stipulated in aforesaid employment notice.

Essential qualification for the post of University Librarian

- (i) Master's degree in library science/information science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record **and having minimum prescribed API score as laid down in relevant UGC Regulation**
- (ii) At least thirteen years as a Deputy Librarian in a University library or eighteen years experience as a College Librarian.
- (iii) Evidence of innovative library service and organization of published work.

Desirable

M.Phil/Ph.D degree in library science/information science/documentation/archives and manuscript keeping.

Essential qualification for the post of Deputy Registrar

(Leave vacancy for a period of 1 year and likely to be extended)

- (i) A Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.
- (ii) Nine years experience as a Lecturer/Assistant Professor in the AGP of 6000 and above 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.

Essential qualification for the post of Assistant Librarian

- (i) A Master's Degree in Library Science/ Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a seven point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- (ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (iii) However, candidates who have been awarded Ph.D degree in accordance with the University Grants Commission(Minimum Standards and Procedure for Award of Ph.D Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian or Documentation Officer.
A relaxation of 5% marks shall be applicable to SC/ST candidates at entry level. Provided that minimum marks shall not be less than 50% . Approved vide M.H.R.D. Deptt. of Education, Govt.of India , letter No. F. 80-30/99/Desk(U) dated June 2,2000.

HOW TO APPLY

The prescribed application form may be downloaded from the University website www.nehu.ac.in and must be accompanied by an application fee of Rs. 500/-(Five hundred) for General.OBC candidates and Rs. 250/- (Two hundred fifty) only for SC/ST candidates. Person With Disabilities are exempted from payment of application fee. The fee may be paid through Demand Draft/Banker's Cheque drawn in favour of Finance Officer, NEHU payable at SBI NEHU Branch code No. 04295 or the fee can also be paid through University Challan. Demand Draft/Banker's Cheque drawn from other Banks will not be accepted. Application with complete details be sent to the Assistant Registrar(Estt.II), NEHU, Mawkynroh, Umshing, Shillong- 793022. The candidate should mention " Application for the post applied for " in bold letters on top of the envelope.

OTHER TERMS AND CONDITIONS

1. In service candidates should send their application(s) through Proper Channel.
2. Applications received after the last date, incomplete in any respect or violative of any condition shall not be considered.
3. The original application through Proper Channel of shortlisted candidates, if employed, should reach this University before the date of interview or alternatively the candidates are required to submit a NO OBJECTION CERTIFICATE from the employer on the date of interview.
4. Short-listing of candidates for interview shall be as per norms of the University since applications will be shortlisted.
5. Mere fulfilling minimum qualification shall not entitle a candidate to be called for interview.
6. The University reserves the right to relax any of the qualification experience in exceptional cases/or in the case of persons already holding analogous posts in the University/Research Institutions etc.
7. Maximum age limit, educational qualifications/experiences etc. in respect of the posts will be counted as on 7.3.2014 being the last date of application.

8. Applications received after the last date or with incomplete application will be summarily rejected.
9. The original degrees/certificate/proof of date of birth and other testimonials towards fulfillment of specified eligibility conditions shall be required to be produced by the candidates, at the time of their interview.
10. NEHU reserves the right to extend the closing date for receipt of applications. NEHU also reserves the right to postpone/cancel the recruitment exercise for the post.
11. The jurisdiction for all legal matter for this recruitment will be Shillong.
12. Relaxation in case of SC/ST/OBC/PWD etc. will be given as per the Government of India rules.

Last date for submission application is 7.3.2014.

Sd/-
Registrar