

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)/3-5

Dated Aizawl, the 13th June, 2025

EMPLOYMENT NOTICE

Applications are invited for filling up of **various Group 'A', 'B' & 'C' posts** under Mizoram University and Pachhunga University College as tabled vide **Annexure-I & II**.

TERMS AND CONDITIONS

1. Applications are invited in **ONLINE MODE** only through **MZU Samarth Recruitment Portal:** <https://mzu.edu.in/ntrecruitment2025>
2. Start date of online application: **13/06/2025 - 11:00 AM IST**
End date of online application: **17/07/2025 - 05:00 PM IST**
3. 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 of **₹ 200.00** is applicable for each post (**₹ 100.00** for SC/ST/EWS applicants, subject to submission of valid supporting Certificates).
 - 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 (self-certified) 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. Applications are to be submitted only by **online mode only** through MZU Samarth Portal indicated above. 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/ntrecruitment2025>. *Candidates can download their admit card from their dashboard on the Recruitment portal (date and time to be notified through Mizoram University website) by using their respective Login ID and password.*
8. Candidate must attain 18 (Eighteen) years of age. 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 should 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 written test/interview. Such candidates are also required to produce 'Integrity Certificate' and 'Vigilance Clearance Certificate' at the time of written test/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 examination/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 examination/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 experience in the relevant field over and above the minimum qualifications and should attach attested copies of the certificates in support thereof.
11. The prescribed qualifying/pass marks in written examinations are the minimum and merely getting the same does not entitle candidates to be called for further examination/personal interview. In the event of number of candidates getting qualifying/pass marks being large with respect to the number of vacant posts, the University may resort to setting cut-off marks higher than the minimum qualifying/pass marks.
12. 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.
13. Any change in the correspondence address, mobile/telephone no. and email address shall be communicated to the University, in writing.
14. The University shall verify the antecedents or documents submitted by a candidate, at any time, 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.
15. Applications for the posts reserved for SC/ST/OBC/EWS shall be supported by the relevant certificate in a Govt. of India (GoI) prescribed format duly issued by the competent authority.

16. The University reserves the right not to fill any of the post. There may be an increase or decrease in the number of posts advertised.
17. Government of India is striving for gender balance in Government jobs. Women candidates fulfilling the eligibility criteria are encouraged to apply.
18. 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.
19. 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.
20. Any employee of the University may be required to stay in the University Campus or any other place as required by the University.
21. Age relaxation as per Govt. of India norms is applicable as follows – ST - 5 years, Persons with Disabilities - 10 years. Persons with Disabilities belonging to SC/ST/OBC will be eligible for age relaxation of 10 years over and above the age relaxation admissible to them as SC/ST/OBC.
Age relaxation is not applicable to post unreserved (UR) except for applicants belonging to Persons with Disabilities i.e. age relaxation will not be given to SC/ST/OBC candidates applying against Unreserved (UR) posts.
Departmental candidates who have rendered at least 3 (three) years continuous service under the Central Government are allowed the age relaxation upto the age of 40 years (45 years for SC/ST) for appointment to Group 'C' posts by direct recruitment. Age concession of 5 (five) years are allowed to Departmental Candidates (Central Government employee) in case of recruitment to Group A and B posts. The concession is admissible to such of the Government Servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of posts.
22. On any matters related to the current advertisement and in the subsequent processes of selection, any decision and/or interpretation of Mizoram University shall be final.
23. Interview, wherever applicable, may be conducted in **offline mode**. No TA shall be paid to the candidates for attending the interview.
24. 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.
25. *Addendum/corrigendum (if any) to the advertisement shall be notified in the Mizoram University website only.*

Sd/- Prof. LALNUNDANGA
Registrar

MIZORAM UNIVERSITY**Group –A, B& C**

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Public Relation Officer <i>Level 10 in the Pay Matrix</i>	1 (UR)	40 years	<p>Essential:</p> <p>(i) Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognized University/Institute.</p> <p>(ii) At least Five years of experience in the editorial department/ Centre of any Central/ State Govt. department/ PSU/ Central/ State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.</p> <p>Desirable:</p> <p>Good working knowledge of computer applications.</p>
2.	Section Officer <i>Level 7 in the Pay Matrix</i>	1 (UR)	35 years	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute/ University.</p> <p>(ii) Three Years of experience as Assistant in the Level 6 or Eight years as UDC in the Level 4 as per 7th Central Pay Commission Pay Matrix in any Central / State Govt./ University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in the reputed Private companies/ corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more.</p> <p>(iii) Proficiency in Computer Operation, noting and drafting.</p>

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
3.	Security Officer <i>Level 7 in the Pay Matrix</i>	1 (UR)	35 years	<p>Essential: Bachelor's Degree from a recognized University/Institution with five years of experience as Security Supervisor / Supervisory Position in Security in Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs. 200/- Crores or more.</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed Service at JCO Level or equivalent or above, with 10th Standard pass or Army Class I Examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV/Motor cycle).</p>
4.	Private Secretary <i>Level 7 in the Pay Matrix</i>	1 (OBC)	35 years	<p>Essential:</p> <p>(i) A Bachelor's Degree from a recognized University/Institute.</p> <p>(ii) At least 3 Years of experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.</p> <p>(iii) English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi</p> <p>(iv) English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi.</p> <p>(v) Knowledge of computer applications.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English) /60 minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
5.	Personal Assistant <i>Level 6 in the Pay Matrix</i>	2 (UR)	35 years	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute/University.</p> <p>(ii) Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm.</p> <p>(iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</p> <p>(iv) Knowledge of Computer Applications.</p> <p>(v) Two years of experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.</p> <p>Desirable:</p> <p>Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 100 w.p.m.</p> <p>Transcription: 40 minutes English /55 minutes Hindi</p>
6.	Stenographer <i>Level 4 in the Pay Matrix</i>	2 (1 UR, 1 OBC)	32 years	<p>Essential:</p> <p>(i) A Bachelor's Degree in any discipline from any recognized Institute/University.</p> <p>(ii) Proficiency in Stenography in English or Hindi with minimum speed of 80wpm.</p> <p>(iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</p> <p>(iv) Knowledge of Computer Applications.</p> <p>Desirable:</p> <p>Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 80 w.p.m.</p> <p>Transcription: 50 minutes English/65 minutes Hindi</p>

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
7.	Upper Division Clerk <i>Level 4 in the Pay Matrix</i>	3 (UR)	32 years	Essential: (i) A Bachelor's Degree from any recognized Institute/University. (ii) Two years of experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment/ Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. (iii) Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm. (iv) Proficiency in Computer Operations.
8.	Lower Division Clerk <i>Level 2 in the Pay Matrix</i>	3 (1 OBC, 1 EWS, 1 PWD (HH))	32 years	Essential: (i) A Bachelor's Degree from any recognized Institute/University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each work). (iii) Proficiency in Computer Operations.
9.	Library Assistant <i>Level 4 in the Pay Matrix</i>	1 (UR)	32 years	Essential: (i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. (ii) Typing speed of 30 words per minute in English. (iii) Knowledge of Computer Applications.
10.	Library Attendant <i>Level 1 in the Pay Matrix</i>	2 (1 UR, 1 ST)	32 years	Essential: (i) 10+2 or its equivalent examination from a recognized Board. (ii) Certificate course in Library Science from a recognized Institution. (iii) One year experience in a University/ College/ Educational Institution Library. (iv) Basic knowledge of computer applications.

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
11.	Laboratory Assistant <i>Level 4 in the Pay Matrix</i>	3 (2 UR, 1 ST)	32 years	Essential: Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs. 200/- Crores or more.
12.	Laboratory Attendant <i>Level 1 in the Pay Matrix</i>	1 (UR)	32 years	Essential: 10+2 with Science stream from any recognized Central/ State Board OR 10th Pass from any recognized Central/State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
13.	Coach <i>Level 6 in the Pay Matrix</i>	1 (SC)	35 years	Essential: Diploma in Coaching from Sports Authority of India, National Institute of Sports, Patiala or from any other recognized University/Institution; OR Participation in Olympic/Asian Games/World Championship with Certificate Course in Coaching. Desirable: Bachelor's degree in Physical Education.
14.	Driver <i>Level 2 in the Pay Matrix</i>	1 (ST)	32 years	Essential: (i) 10 th Pass from any recognized Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement. (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 5 years in an organization.

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
15.	Cook <i>Level 2 in the Pay Matrix</i>	2 (2 UR)	32 years	Essential: (i) 10 th Class from a recognized Board. (ii) ITI Trade certificate in Bakery and Confectionery (one year duration) (iii) 3 years of experience in cooking/ catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organizations.
16.	Multi-Tasking Staff <i>Level 1 in the Pay Matrix</i>	10 (5 UR, 4 ST, 1 EWS)	32 years	Essential: 10 th Pass from a recognized Board. OR ITI Pass.

PACHHUNGA UNIVERSITY COLLEGE**Group –B & C**

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
1.	Assistant <i>Level 6 in the Pay Matrix</i>	1 (UR)	35 years	Essential: (i) Bachelor Degree from a recognized University/ Institution. (ii) Three Years of experience as UDC or equivalent in the Level 4 as per 7 th Central Pay Commission Pay Matrix in Central/ State Government/ University/ PSU and other Central/ State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. (iii) Proficiency in Typing, Computer applications, noting and drafting.
2.	Professional Assistant <i>Level 6 in the Pay Matrix</i>	1 (UR)	35 years	Essential: (i) Master's Degree in Library & Information Science from any recognized University/ Institution with 2 years of experience in the relevant field in a University/ Research establishment/ Central/ State Govt. / PSU and Library of other autonomous Institutions. <p style="text-align: center;">OR</p> Bachelor's Degree in Library/ Library and Information Science from any recognized Institute/ University with 3 years of experience in the relevant field in a University/ Research Establishment/ Central/ State Govt. / PSU and Library of other autonomous Institutions. (ii) Knowledge of Computer Applications.

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
3.	Semi Professional Assistant <i>Level 5 in the Pay Matrix</i>	1 (ST)	32 years	Essential: Master's Degree in Library Science and Information Science from any recognized University / Institution. OR Bachelor's Degree in Library/ Library and Information Science from a recognized Institute/ University with two years relevant experience in a University/ Research Establishment/ Central/ State Govt. / PSU Autonomous Institutions.
4.	Electrician <i>Level 4 in the Pay Matrix</i>	1 (UR)	32 years	Essential: (i) ITI trade certificate (2 years duration) with Class 10 th standard from a recognized School/ Board. (ii) Electrical Workman permit/ Workman Competency Certificate/ Electrical Workman License (Certificate of Competency Class II) or any other equivalent certificate. (iii) 2 years' experience in the relevant field.
5.	Cook <i>Level 2 in the Pay Matrix</i>	1 (UR)	32 years	Essential: (i) 10 th Class from a recognized Board. (ii) ITI Trade certificate in Bakery and Confectionery (one year duration) (iii) 3 years of experience in cooking/ catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organizations.
6.	Library Attendant <i>Level 1 in the Pay Matrix</i>	2 (1 UR, 1 ST)	32 years	Essential: (i) 10+2 or its equivalent examination from a recognized Board. (ii) Certificate course in Library Science from a recognized Institution. (iii) One year experience in a University/ College/ Educational Institution Library. (iv) Basic knowledge of computer applications.

Sl. No.	Name of Post / Level in Pay Matrix	No. of Post / Reservation	Upper Age Limit	Educational / Desirable / Other Qualifications
7.	Laboratory Attendant <i>Level 1 in the Pay Matrix</i>	2 (1 UR, 1 ST)	32 years	Essential: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
8.	Multi-Tasking Staff <i>Level 1 in the Pay Matrix</i>	6 (3 UR, 2 ST, 1 EWS)	32 years	Essential: 10 th Pass from a recognized Board. OR ITI Pass
9.	Bus Conductor <i>Level 1 in the Pay Matrix</i>	1 (UR)	32 years	Essential: (i) Class 10 th standard from a recognized School/ Board. (ii) Valid Conductor License holder. Desirable: Holder of valid Driving License for L/M/H Motor Vehicle.