



राष्ट्रीय प्रौद्योगिकी संस्थान मिज़ोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

(An Institution of National Importance under Ministry of Education, Govt. of India)

चलत्लांग, आइज़ोल, मिज़ोरम / CHALTLANG, AIZAWL, MIZORAM – 796012

Phone: 0389 - 2391236 / 2391774 / 2391699 Email: registraroffice@nitmz.ac.in Website: www.nitmz.ac.in

Advt. No. NITMZ/R-2-19/2024/084

Date: 24.01.2024

EMPLOYMENT NOTICE

Engagement of Non-Teaching Staff (Junior Accountant) on Contract Basis

National Institute of Technology Mizoram invites applications from qualified candidates for engagement of **Non-Teaching Staff – Junior Accountant (on Contract Basis)**. Eligible and Interested Candidate(s) may apply in **prescribed Application Form** as given in **Annexure – I** which may be downloaded from the NIT Mizoram's web-site **<http://www.nitmz.ac.in>**. The details on fixed remuneration, the period of engagement, minimum & other qualifications required are provided below. Candidates are advised to carefully go through the Employment Notice before applying. The application should be submitted **online** at **recruitmentnonteaching@nitmz.ac.in** within **16.02.2024**.

A. DETAILS OF POSITION, MINIMUM QUALIFICATION, EXPERIENCE & OTHER ELIGIBILITY CRITERIA:

Sl. No.	Name of Position – Contractual Basis	No.	Consolidated Remuneration per month	Age Limit
1	Junior Accountant (On Contract)	2 nos.	Rs. 35,000.00	Not exceeding 30 years.

Position	Essential Qualification	Desirable Qualification & Experience
Junior Accountant (On Contract)	<p>i) First Class Bachelor's Degree in Commerce with Honours in Accountancy / Finance OR First Class Bachelor's Degree - BBA (Finance) or equivalent in grade from a recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Commerce/ MBA (Finance) from a recognized University or Institute with excellent academic records.</p> <p>ii) Knowledge of Computer applications viz. Word processing, Spread sheet and Computer-based accounting software</p>	A person having Certificate of Tally Software/ Accounting Software with at least 1 (one) year experience of Accountant in Govt./University/ Institution/ reputed Firms.

Job Responsibility	<ul style="list-style-type: none"> • Accounting Software operation, maintenance and Book Keeping. • Preparation of Bank Reconciliation Statement. • Operation and maintenance of PFMS and ERP. • Monitor performance and ensure proper Accounting Procedures of the Institute and reliability. • Troubleshooting of Accounting and its Software related problems.
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B. PERIOD OF ENGAGEMENT:

Duration of engagement of Contractual Staff – Junior Accountant shall initially be **1 (one) year**, and may be extended further, on the basis of performance review and as decided by the Institute, after a mandatory break in service.

As per the Statutes of National Institutes of Technology, such Contractual Staff engaged shall have no claim of permanency at any stage against the regular post(s) which he/she is engaged on Contractual basis.

TERMS AND CONDITIONS

1. The prescribed format of application appearing at **Annexure – I** may be downloaded from the NIT Mizoram website, www.nitmz.ac.in in A-4 size paper.
 2. The prescribed application fee is **Rs. 500.00 (Rs. 200 for SC/ST/EWS applicant on submission of valid supporting Certificate)**.
- (a) The prescribed fee shall be remitted through **Online Payment only** to the under mentioned Account Details:

NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
ACCOUNT No. : 33755447886
STATE BANK OF INDIA
BAWNGKAWN BRANCH, AIZAWL
IFSC: SBIN0007059

Transaction details shall be mentioned in the application form (Annexure – I). Payment through physical instruments – Demand Draft/Cheque/Cash etc. will not be accepted.

- (b) **Persons with Disabilities (PwDs) and Women applicants are fully exempted from payment of the prescribed fees** on submission of relevant Disability Certificate issued by the competent authority.
3. Candidates are advised to satisfy themselves, before applying, that they possess at least the minimum essential qualifications, furnished with clarity, as laid down in the Employment Notice.
 4. The prescribed qualification and experience are the minimum eligibility criteria and mere possession of the same does not entitle candidates to be called for Personal Interview/ Test.

5. Applications should be supported by **self-attested** relevant documents in all respects. Claims of Educational Qualifications should be supported by Marksheets (mandatory) and Certificates. Applications not supported by relevant documents shall be summarily rejected.
6. Application after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date shall not be considered. Canvassing directly or indirectly at any stages of the engagement processes will lead to disqualification.
7. Candidate must attain minimum 18 (eighteen) years of age. The crucial date for reckoning possession of the educational qualifications, other qualifications and possession of experiences is the last date of submission of application **i.e 16.02.2024**.
8. 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.
9. Candidates are requested to provide their **active e-mail address/Mobile number** in the application form for easy communication. Any change in the correspondence address, mobile number and email address shall be communicated to the Registrar In-Charge, NIT Mizoram, in writing or through email only.
10. The Institute shall verify the antecedents or documents submitted by a candidate, at any time, at the time of engagement or during the tenure of engagement. In case of fake documents, clandestine antecedents or suppression of information, engagement in the Institute may be terminated at any time.
11. Applicants awarded with degrees by Foreign Institutions/Universities are required to submit Equivalence Certificate issued by Association of Indian Universities/ Institution, New Delhi. The Institution reserves the right to enquire Equivalence Certificate for various degrees from any of the applicant.
12. NIT MIZORAM reserves the right to cancel the Employment Notice, in respect of engagement of Non-Teaching on Contractual basis, without assigning any reasons thereof. NIT MIZORAM reserves the right to engage or not to engage the Non-Teaching, on Contractual basis, advertised without assigning any reasons thereof.
13. Legal disputes, if any, will be restricted within the jurisdiction of Hon'ble Gauhati High Court, Aizawl Bench, Aizawl, Mizoram only.
14. The Govt. of India is striving for gender balance in Government jobs. **Women Candidates fulfilling the eligible criteria are encouraged to apply.**

15. Any Addendum/Corrigendum to the Employment Notice will be notified only in the Institute's website (www.nitmz.ac.in). Hence candidates are advised to visit the Institute's website regularly.
16. The candidate is responsible for the correctness and authenticity of the information provided in his/her application. If it is found, at a later date, that any information given in the Application is incorrect/false, the candidature/engagement is liable to be cancelled/dis-engaged at any time.
17. In case of any inadvertent mistake in the Employment Notice and in the process of selection, which may be detected at any stage, even after issue of Engagement Order, NIT Mizoram reserves the right to modify/withdraw/cancel any communication made to the candidate.
18. Grammatical errors/Spelling mistakes may be avoided.
19. **No TA/DA will be paid for attending the presentation and/or interview.**
20. The last date of receipt of complete application through online is **16th February, 2024.**
21. Decisions taken by NIT Mizoram in any matter of engagement process shall be final.
22. **Interview for the shortlisted candidate(s) shall be held offline/physical.** The applicants are advised to visit the Institute's website (www.nitmz.ac.in) regularly. The list of short-listed candidate(s) will be displayed on the Institute's website. No correspondence whatsoever will be entertained from candidate(s) regarding reason for not being called for Interview/ Outcome of Interview.
23. The complete application - (i) Application Form (**Annexure - I**), (ii) Supporting documents may be submitted **online** to the **Registrar In-Charge, NIT Mizoram, Chaltlang, Aizawl, Mizoram - 796012** in the email address recruitmentnonteaching@nitmz.ac.in on or before **16th February, 2024.**



(Prof. AJMAL KOYA PULIKKAL)
Registrar In-Charge
National Institute of Technology Mizoram



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APPLICATION FOR JUNIOR ACCOUNTANT (CONTRACTUAL BASIS)

(Candidates are advised to read general instructions and information, before fill in the Application form)

Advertisement No. NITMZ/R-2-19/2024/084

Dt. 24.01.2024

1. Name of position applied : JUNIOR ACCOUNTANT (On Contract)

2. Category of post applied for : Open

3. Specialization (If any) : _____

4. Application Fees Payment:

Receipt / Transaction No. _____

Date : _____

Amount (₹) : _____

5. Name of applicant in Full : _____

(In Block Letters)

6. Sex (Male / Female) : _____

7. a) Father's Name : _____

b) Mother's Name : _____

8. Date and Place of Birth : _____

9. Age : _____ Year _____ Month

10. Religion :

11. Nationality :

12. Category : SC / ST / OBC / UR

In case of OBC, whether belong to Non creamy layer ... Yes / No

13. Whether Physically Handicapped? :

(If 'yes', state whether VH/HH/OH)

14. State of Domicile :

15. i) Address for correspondence:

PIN: _____

Mobile No. _____ E-mail address: _____

Affix self attested
recent colour
passport photo

ii) Permanent Address:

_____ PIN: _____

Mobile No. _____ E-mail address: _____

16. PARTICULARS OF EDUCATIONAL QUALIFICATIONS:

Sl. No.	Degree Obtained & Branch / Specialization (specify)	Name of the University/ Institute	Year of Passing	Total Marks	Marks Obtained	% of Marks/ CGPA	Class/ Division
1	HSLC						
2	HSSLC						
3	Diploma						
4	Bachelor's Degree						
5	Master's Degree						
6	Ph.D Degree						
7	Others (if any)*						

* **Attach separate sheet if required.**

17. JOB EXPERIENCE:

NATURE OF JOB	DETAILS (ORGANISATION, DESIGNATION)	DURATION (Year, Month, Days)	PAY SCALE AND /OR LAST PAY DRAWN
CENTRAL/STATE GOVERNMENTS			
INSTITUTION OF NATIONAL IMPORTANCE OR UNIVERSITY			
INDUSTRY			
PSU			

18. Any other information relevant to the position applied for, such as:

a) Attainments in sports and extra-curricular activities (including N.C.C.):

b) Language fluency:

Language	Read	Write	Speak

19. DETAILS OF TESTIMONIALS / CERTIFICATES / DOCUMENTS ENCLOSED:

Every application must be accompanied by **self-attested photo copies of documents** in support of claims made by the candidate in respect of date of birth, academic qualifications, practical training, experience, caste, projects, publications, consultancy etc.

1.	8.
2.	9.
3.	10.
4.	11.
5.	12.
6.	13.
7.	14.

Name & Signature of the Candidate:

Date:

DECLARATION BY THE APPLICANT

I, the undersigned, hereby declare that I have carefully read and understood the instructions and particulars provided by the Institute and affirm that all information that I have furnished is true to the best of my knowledge and belief.

I understand that I, alone, will be responsible for any consequences arising out of incorrect and / or incomplete information furnished in this application.

Signature of applicant: _____

Name:

Place:

Date:

FOR OFFICE USE ONLY

1. Remarks : _____
2. Selected for the Interview : **YES / NO**