



**MANIPUR UNIVERSITY  
CANCHIPUR: IMPHAL**

**ADVERTISEMENT NO.3/2020**

Dated, the 30<sup>th</sup> November, 2020

No. MU/6/14/2019/Admn.I (Pt-III) : /656

Applications (online) are invited from eligible

candidates for appointment to the following Group B & C posts in the Manipur University. The following posts are in addition to the earlier Advertisement dated, the 27<sup>th</sup> May, 2019.

Post Code	Name of Post	Scale of pay (Revised)	Pay Level in the Pay Matrix	No. of Post	To be filled by the following category
1	Section Officer (Gen) & (A/Cs)	44900-142400	Level-7	1	1-UR
2	Senior Assistant	35400-112400	Level-6	2	1-UR, 1-OBC
3	Hindi Translator	35400-112400	Level-6	1	1-UR
4	Computer Assistant	35400-112400	Level-6	1	1-UR
5	Cartographer	35400-112400	Level-6	1	1-OBC
6	Section Officer (Electrical)	29200-92300	Level-5	1	1-ST
7	Section Officer (Civil)	29200-92300	Level-5	1	1-SC
8	Technical Assistant	29200-92300	Level-5	1	1-UR
9	Semi-Professional Assistant	29200-92300	Level-5	2	1-UR, 1-ST
10	Junior Stenographer	25500-81100	Level-4	6	3-UR, 1-OBC, 2-ST
11	Junior Assistant	19900-63200	Level-2	3	2-UR, 1-ST
12	Laboratory Attendant	19900-63200	Level-2	5	2-UR, 1-OBC, 2-ST
13	Library Attendant	19900-63200	Level-2	6	3-UR, 1-OBC, 2-ST
14	Peon/ Multi Tasking Staff	18000-56900	Level-1	1	1-ST
15	Conductor-cum-Cleaner	18000-56900	Level-1	3	1-UR, 1-OBC, 1-ST
16	Chowkidar	18000-56900	Level-1	1	1-UR
17	Xerox Attendant	18000-56900	Level-1	1	1-ST
18	Carpenter Helper	18000-56900	Level-1	1	1-UR
19	Gardener	18000-56900	Level-1	1	1-UR
20	Mason Helper	18000-56900	Level-1	1	1-ST
21	Cook	18000-56900	Level-1	1	1-OBC
22	Sweeper	18000-56900	Level-1	2	1-UR, 1-ST

**Total-43posts**

Application form has to be made online only from the University website [www.recruitment.manipuruniv.ac.in](http://www.recruitment.manipuruniv.ac.in) and then downloaded hard copy of the application along with the required documents and Bank Draft has to be submitted to: The Registrar, Manipur University, Canchipur, Imphal-795003.

The Bank Draft has to be drawn in favour of the Registrar, Manipur University payable at SBI, Manipur University, Canchipur, Imphal-795003 (code No. 5320). The application fee for UR & OBC candidates is Rs. 500/- and for SC/ST/PWD candidate is Rs. 300/-

\*Details of Required Qualifications & General Terms & Conditions is available at the website: [www.manipuruniv.ac.in](http://www.manipuruniv.ac.in)

**IMPORTANT DATELINES**

START OF ONLINE APPLICATION	01/12/2020
LAST DATE FOR ONLINE APPLICATION	31/12/2020
LAST DATE FOR RECEIPT OF HARD COPY PRINT OUT ALONG WITH DOCUMENTS AND BANK DRAFT:	15/01/2021

(Prof. W. Chandbabu Singh)  
Registrar

## Required qualification for the following posts for Direct Recruitment

<b><u>Post Code 01: Section Officer (Gen) &amp; (A/Cs)</u></b>	<p>i. Graduate</p> <p>ii. At least 5 years service experience as Sr. Assistant in a University or Govt. or Semi-Govt. organization.</p> <p>iii. Must pass Account Training Conducted by State Academy of Training/ Equivalent.</p>
<b><u>Post Code 02: Senior Assistant</u></b>	<p>i. Bachelor's Degree or equivalent from a recognized University with working knowledge of computer applications.</p> <p>ii. 3 years' continuous service as Assistant/UDC or equivalent in the PB-1 of Rs. 5200-20200 along with Grade Pay of Rs. 2400/- in the Government/Semi-Government organization/ Corporate institution of repute. OR 5 years' continuous service as Junior Assistant/LDC or equivalent in the PB-1 of Rs. 5200-20200 along with Grade pay of Rs. 1900/- in a Government/Semi-Government organization/ Corporate institution of repute.</p> <p>iii. Shall have to pass a competitive written examination to be conducted by the University.</p>
<b><u>Post Code 03: Hindi Translator</u></b>	<p>i. Post graduate Degree in English/Hindi and the candidate must have English/Hindi as compulsory/optional subject at the graduate level or the medium of examination.</p> <p>ii. Recognized Diploma/certificate course in translation from Hindi to English and English to Hindi OR 2 years experience of translation work in the offices of Central/State Government and Autonomous Institutions.  <b><u>Desirable:</u></b> i. Knowledge of Sanskrit or any Indian Language. ii. Working knowledge of computer</p>
<b><u>Post Code 04: Computer Assistant</u></b>	<p>i. Graduate of a recognized University</p> <p>ii. D.C.A. from a recognized University/Institute accredited by DOECC.</p>
<b><u>Post Code 05: Cartographer</u></b>	<p>i. M.Sc/M.A. (Geography) with 2 year experience</p> <p>ii. Good knowledge of Map making, drawing and painting</p>
<b><u>Post Code 06: Section Officer (Electrical)</u></b>	<p>i. Degree/Diploma in the concerned field and for diploma the course should be at least 3 years course.</p>

<b><u>Post Code 07: Section Officer (Civil)</u></b>	i. Degree/Diploma in the concerned field and for diploma the course should be at least 3 years course.
<b><u>Post Code 08: Technical Assistant</u></b>	i. B.Sc with five years or M.Sc with three years' service experience in a scientific laboratory of a University/Government/Semi-Government organization.
<b><u>Post Code 09: Semi-Professional Assistant</u></b>	i. Graduate or equivalent of a recognized University ii. Degree in Library Science (one year course after graduation or its equivalent) iii. 5 years service experience in Library Department in a University or Semi Government Organization in the pay band of Rs. 5200-20200+1900/-
<b><u>Post Code 10: Junior Stenographer</u></b>	i. 10+2 or its equivalent with a speed of 80/30 wpm in shorthand and computer typing. ii. Must have appeared in a written test
<b><u>Post Code 11: Junior Assistant</u></b>	i. 10+2 or its equivalent with a computer typing speed of 30 wpm. ii. Knowledge of computer (with certificate from an accredited institution) iii. Shall have to pass a competitive written examination to be conducted by the University.
<b><u>Post Code 12: Laboratory Attendant</u></b>	i. 100 percent by Open recruitment with minimum qualification of 10+2 Science.
<b><u>Post Code 13: Library Attendant</u></b>	i. B. Lib/ B.L. & Info. Sc.
<b><u>Post Code 14: Peon/Multi Tasking Staff</u></b>	i. Matriculate
<b><u>Post Code 15: Conductor-cum-Cleaner/ Multi Tasking Staff</u></b>	i. Matriculate or its equivalent ii. Must be a license holder (Heavy)
<b><u>Post Code 16: Chowkidar/ Multi Tasking Staff</u></b>	i. Matriculate
<b><u>Post Code 17: Xerox Attendant</u></b>	i. Matriculate ii. Must have experience in the line
<b><u>Post Code 18: Carpenter Helper</u></b>	i. Matriculate or its equivalent ii. Must have experience in the line
<b><u>Post Code 19: Gardener</u></b>	i. Matriculate or its equivalent
<b><u>Post Code 20: Mason Helper</u></b>	i. Matriculate or its equivalent
<b><u>Post Code 21: Cook</u></b>	i. Matriculate or its equivalent
<b><u>Post Code 22: Sweeper</u></b>	i. Matriculate or its equivalent

## GENERAL TERMS & CONDITIONS

1. The age limit shall be 18 to 40 years, (upper age limit is relaxable by 5 years for SC/ST/PWD candidates and 3 years for OBC candidates for all the posts) Upper age limit shall not be applicable in respect of Departmental candidates (State & Central Govt.) for the Group 'B' and 'C' posts.
2. Candidate who is already in service shall submit his application through proper channel. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate" from the employer failing which he shall not be allowed to appear in the test / interview as the case may be.
3. Candidates should possess the minimum qualification at the time of submission of applications. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to be terminated forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.
4. The University will not be responsible for any loss or delay in transit of the application. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false / fake / incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be. Incomplete application will be rejected outright. The application received after the last date will not be entertained.
5. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
6. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.
7. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
8. In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D, there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
9. The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital / or empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/ Director of the concerned hospital for Group B and C post prior to his or her joining.
10. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

11. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation.
12. The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be, duly extended by UGC.
13. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
14. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the exam/test/interaction and his candidature may be treated as cancelled without any further communication in this regard.
  - (i) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
  - (ii) The **University reserves** the right to institute its own screening procedure for screening the candidates. Only eligible candidates will be called for written test/skill test.
  - (iii) **The University reserves the right:**
    - a) to increase/decrease the number of posts at the time of selection and make appointment accordingly.
    - b) to frame a panel for filling up future vacancies arising during tenability of panel which shall be normally operative for one year; and
    - c) not to fill up any of the advertised positions
15. Candidates belonging to SC/ST/PWD/OBC should intimate their category by enclosing copies of the necessary documents.
16. Candidates applying for more than one post should submit separate applications along with prescribed application fee. Only those online application who submit the hard copy printout along with necessary documents and Bank Draft will be considered
17. In case of any inadvertent mistake in the process of selection detected at any stage even after issue of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
18. No interim correspondence shall be entertained. Fees once paid at the time of submission of application are not refundable. No. TA/DA will be paid for attending written test/skill test/ interview/interaction
19. In case of any dispute, suit or legal proceedings against the University, the jurisdiction shall be restricted to the Hon'ble High Court of Manipur.
20. Amendments/changes, if any, in the advertisement shall be published on the University website [www.manipuruniv.ac.in](http://www.manipuruniv.ac.in)

## **HOW TO APPLY:**

Application form has to be made online only from the University Website

<https://recruitment.manipuruniv.ac.in>

Steps of online application process

- 1. Registration**
- 2. Uploading Photograph and Signature**
- 3. Filling up of Application**
- 4. Apply & Payment**
- 5. Submit of Hard Copy printout**

### **1. Registration**

- i. Visit the official website of MU Online recruitment Portal  
(<https://recruitment.manipuruniv.ac.in>)
- ii. Click on SIGN UP/Registration button
- iii. Enter your basic details, such as Name, mobile no, emailID etc.
- iv. click on the “CREATE ACCOUNT” button
- v. After successful submission of the details, an Activation code/number will be sent in your registered email/mobile. It is mandatory to activate your account before login by clicking ACCOUNT ACTIVATION link or the link sent to your email.

Once you have registered with MU online recruitment portal you need to login to your account using the login credentials – email/mobile and password.

### **2. Uploading Photograph And Signature**

Candidates need to upload the scanned images of their Photograph and Signature as specific below;

- i. The scanned image must be in jpg format.
- ii. The size of the scanned image of the photograph should be in between 4kb to 20 kb (& the dimension should be upto 3.5cmX4.5cm)
- iii. The size of the scanned image of the Signature should be in between 3kb to 8 kb (& the dimension should be upto 3.5cmX1.5cm)
- iv. Uploading will be done by clicking in UPLOAD button
- v. After uploading the images candidates must preview their uploaded images.

### **3. Filling up of Application**

- i. Once you have successfully uploaded the images, the next step is Form Fill Up.
- ii. Enter the details required in the profile information of Application Form Fill UP
- iii. After filling in all the details, verify them and click on “SAVE”

### **4. Apply & Payment**

Once you have successfully fill up , Apply for the Post Vacancy

- i. Select the post applied for
- ii. Select the Category
- iii. Enter the payment details made (DD no., DD Amount & DD Date)
- iv. Once completed click on the “APPLY & SUBMIT” button. Note down the Application number generated for further reference.
- v. After the successful, take the print out of the application form which is available at the DOWNLOAD section of the status.

### **5. Submit of Hard Copy printout**

Hard copy printout of online application along with self-attested documents, Bank Draft may be sent/submitted in an envelope indicating ‘The post applied for \_\_\_\_\_’ ‘ Application No. \_\_\_\_\_’ to: The Registrar, M.U. Canchipur, Imphal before the last date.



(Prof. W. Chandbabu Singh)  
Registrar