



**MANIPUR UNIVERSITY  
CANCHIPUR: IMPHAL**

**ADVERTISEMENT NO. 2 /2019**

Dated, the 27<sup>th</sup> May, 2019

No. MU/6/14/2012/Admn.I: Applications (online) are invited from eligible candidates for appointment to the following Group B & C posts in the Manipur University.

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	Statistical Officer	44900-142400	Level-7	1	1-UR
2	Professional Assistant	35400-112400	Level-6	1	1-UR
3	Photographer	35400-112400	Level-6	1	1-UR
4	Statistical Assistant	35400-112400	Level-6	1	1-UR
5	Senior Assistant	35400-112400	Level-6	1	1-UR
6	Computer Assistant	35400-112400	Level-6	1	1-UR
7	Data Entry Operator	29200-92300	Level-5	1	1-UR
8	Semi Professional Assistant	29200-92300	Level-5	2	1 -UR,1-ST
9	Library Technician	29200-92300	Level-5	1	1-UR
10	Store Keeper	25500-81100	Level-4	5	2-UR,1-OBC,1-ST,1-SC
11	Assistant	25500-81100	Level-4	3	1-UR,1-ST,1-SC
12	Junior Stenographer	25500-81100	Level-4	15	6-UR,3-OBC,5-ST,1-SC
13	Draftsman	25500-81100	Level-4	1	1-UR
14	Library Attendant	19900-63200	Level-2	3	2-UR,1-ST
15	Driver	19900-63200	Level-2	3	2-UR,1-ST
16	Junior Assistant	19900-63200	Level-2	9	3-UR,3-ST,2-OBC,1-SC
17	Hindi Typist	19900-63200	Level-2	1	1-UR
18	Laboratory Attendant	19900-63200	Level-2	5	3-UR,2-ST
19	Plumber	19900-63200	Level-2	1	1-UR
20	Scribe	19900-63200	Level-2	2	1-UR,1-OBC
21	Carpenter	19900-63200	Level-2	1	1-ST
22	Gestetner Operator	19900-63200	Level-2	1	1-UR
23	Pipe fitter	19900-63200	Level-2	1	1-ST
24	Multi Tasking Staff	18000-56900	Level-1	13	5-UR,3-OBC,4-ST,1-SC

**Total- 74 posts**


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:	28/05/2019, 5.P.M. ONWARDS
LAST DATE FOR ONLINE APPLICATION:	27/06/2019 UPTO 5.P.M.
LAST DATE FOR RECEIPT OF HARD COPY PRINT OUT ALONG WITH DOCUMENTS AND BANK DRAFT:	15/07/2019 UPTO 3.P.M.

  
(T. Shantikumar Singh)  
Deputy Registrar (Admn.)

**Required qualification for the following posts for Direct Recruitment**

<b><u>Post Code 01 : Statistical Officer</u></b>	<ul style="list-style-type: none"> <li>i. Graduate of a recognized university with Statistics Mathematics/Economics as one of the subjects.</li> <li>ii. At least 5 years experience as Statistical Assistant in a University or Government or Semi-Government Organisation in the pay band of Rs. 9300-34800+4200/-</li> </ul>
<b><u>Post Code 02 : Professional Assistant</u></b>	<ul style="list-style-type: none"> <li>i. Graduate or equivalent</li> <li>ii. Degree/Diploma in Library Science (1 year course after graduation).</li> </ul>
<b><u>Post Code 03 : Photographer</u></b>	High School with adequate experience in Photography and knowledge or drawing developing and slide making etc
<b><u>Post Code 04 : Statistical Assistant</u></b>	Graduate of a recognised University with Statistics/ Mathematic/ Economics as one of the subject Desirable : Knowledge of Manipuri and Hindi.
<b><u>Post Code 05 : Senior Assistant</u></b>	<ul style="list-style-type: none"> <li>i. Bachelor's degree or equivalent from a recognized University with working knowledge of computer applications.</li> <li>ii. 3 years' continuous service as Assistant/UDC or equivalent in the PB-I of Rs. 5200-20200 along with Grade Pay of Rs. 2400/- in the Government/Semi-Government organization/ Corporate institutions of repute; <p align="center">OR</p>5 years' continuous service as Junior Assistant/LDC or equivalent in the PB-I of Rs. 5200-20200 along with Grade Pay of Rs. 1900/- in a Government/Semi-Government organization/ Corporate institution of repute,</li> <li>iii. Shall have to pass a competitive written examination to be conducted by the University.</li> </ul>
<b><u>Post Code 06 : Computer Assistant</u></b>	<ul style="list-style-type: none"> <li>i. Graduate of a recognised University</li> <li>ii. D.C.A. from a recognised University/institute accredited by DOECC.</li> </ul>
<b><u>Post Code 07 : Data Entry Operator</u></b>	Graduate or equivalent of a recognised University preferable in Science Stream with knowledge of Data entry and word processing.
<b><u>Post Code 08 : Semi Prof. Assistant</u></b>	<ul style="list-style-type: none"> <li>i. Graduate or equivalent of a recognised university</li> <li>ii. Degree in Library Science (one year course after graduation or its equivalent)</li> <li>iii. 5 years service experience in Library Department in a University or Semi Government Organisation in the pay band of Rs. 5200-20200+1900/-</li> </ul>

<b><u>Post Code 09 : Library Technician</u></b>	<ul style="list-style-type: none"> <li>i. Graduate</li> <li>ii. Degree in Library Science (one year course after graduation or its equivalent from a recognise University).</li> <li>iii. Five years service experience in Library Department in a Government of Semi Government organisation.</li> </ul>
<b><u>Post Code 10 : Store Keeper</u></b>  <b><u>(c) Life Science (d) Physics (e) Chemistry :</u></b>	<ul style="list-style-type: none"> <li>i. Graduate of a recognized university with experience in Store-keeping in any University, Government or Semi-Government Organization</li> <li>ii. Shall have to pass a competitive written examination to be conducted by the University and Knowledge of computer</li> <li>iii. (with certificate from an accredited institution). &amp;</li> <li>iv. Graduate in Science or equivalent in the relevant subject with experience in Store keeping in any University, Government or Semi Government organisation.</li> </ul>
<b><u>Post Code 11: Assistant</u></b>	<ul style="list-style-type: none"> <li>i. Graduate or equivalent of a recognized university.</li> <li>ii. Knowledge of computer (with certificate from an accredited institution)</li> <li>iii. Three years continuous service as Jr. Assistant-cum-typist or its equivalent rank in a Govt./semi-govt. organization in the pay band of Rs. 5200-20200+1900/-</li> <li>iv. Shall have to pass a competitive written examination to be conducted by the University</li> </ul>
<b><u>Post Code 12: Junior Stenographer</u></b>	<ul style="list-style-type: none"> <li>i. Matriculate or its equivalent with a speed of 80/30 wpm in shorthand and computer typing.</li> <li>ii. Must have appeared in a written test.</li> </ul>
<b><u>Post Code 13: Draftsmen</u></b>	<ul style="list-style-type: none"> <li>i. Matriculate or its equivalent with Degree/Diploma in Draftsman</li> </ul>
<b><u>Post Code 14: Library Attendant</u></b>	<ul style="list-style-type: none"> <li>i. B.Lib/B.L &amp; Info. Sc.</li> </ul>
<b><u>Post Code 15: Driver</u></b>	<ul style="list-style-type: none"> <li>i. Matriculate or its equivalent</li> <li>ii. Must be a license holder (Heavy) with atleast three years practical experience.</li> </ul>
<b><u>Post Code 16: Junior Assistant</u></b>	<ul style="list-style-type: none"> <li>i. Matriculate or its equivalent with a computer typing speed of 25 wpm</li> <li>ii. Knowledge of computer (with certificate from an accredited institution)</li> <li>iii. Shall have to pass a competitive written examination to be conducted by the University.</li> </ul>

<b><u>Post Code 17: Hindi Typist</u></b>	<p>i. 12<sup>th</sup> Pass from any recognised Board/University</p> <p>ii. Speed in Hindi Typing 25 w.p.m.</p> <p>Age: Not more than 25 years of age. Relaxation of five years in upper age limit will be given to the candidates working in Centre/State Govt. Offices and Autonomous Bodies. Relaxation for SC, ST &amp; OBC candidates will be given according to the norms of the Government of India. Age limit will be calculated from the last date for submission of application form.</p>
<b><u>Post Code 18: Laboratory Attendant</u></b>	100 percent by Open recruitment with minimum qualification of 10+2 Science.
<b><u>Post Code 19: Plumber</u></b>	Matriculate or its equivalent and having valid trade certificate.
<b><u>Post Code 20: Scribe</u></b>	<p>i. Matriculation or its equivalent</p> <p>ii. Good hand writing and</p> <p>iii. Knowledge of painting</p>
<b><u>Post Code 21: Carpenter</u></b>	i. Matriculate or its equivalent with a valid Trade certificate from a recognised institution.
<b><u>Post Code 22: Gestetner Operator</u></b>	<p>Middle pass with knowledge of operating and repairing of</p> <p>i. Duplicating Machine or</p> <p>ii. A map duplicate or</p> <p>iii. An electronic scanner or</p> <p>iv. Blue printing equipment</p>
<b><u>Post Code 23: Pipe fitter</u></b>	<p>Must have passed plumber's or Pipe fitters from a recognised technical institute and with two years working experience line or at least five years' experience in the line and ability to:</p> <p>i. rectify defects in sanitary fittings and lay pipe-lines and perform sanitary works</p> <p>ii. prepare estimates of sanitary fittings and water supply work.</p> <p><b>Desirable:</b> Knowledge of Hindi, Manipur and English Age: 35 years relaxable to 5 years for SC/ST/Ex-servicemen candidates.</p>
<b><u>Post Code 24: Multi Tasking Staff</u></b>	Matriculate.

## **GENERAL TERMS & CONDITIONS**

1. Except for Post Code No. 17 & 23, 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. 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 exam or interaction 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 etc.
  - (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/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 [www.recruitment.manipuruniv.ac.in](http://www.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 ([www.recruitment.manipuruniv.ac.in](http://www.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. 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.



(T. Shantikumar Singh)  
**Deputy Registrar**