



पूवोत्तर पर्वतीय विश्वविद्यालय  
पू. प. विवि. परिसर, शिलांग - ७९३०२२ (मेघालय)  
**North-Eastern Hill University**  
NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :  
Grams : NEHU

F.No.1-4/Estt.II(B)/2024-2043

Dated, the 22.01.2024.

EMPLOYMENT NOTICE

Online applications are invited from Indian Nationals for filling up of Non-Teaching Group-A posts in North-Eastern Hill University, Shillong. Selected persons may be posted to any Campus of the University.

The last date of receipt of application is 23.02.2024.

For details login to University website [www.nehu.ac.in](http://www.nehu.ac.in) and for applying online please visit [recruitment.nehu.ac.in](http://recruitment.nehu.ac.in). Applicants are advised to visit University's website regularly for any update related to this employment notice.

  
Registrar

With reference to the Employment Notice No.1-4/Estt.II(B)/2024-2043 dated 22.01.2024. Details of essential qualifications, experience etc . in respect of Non-Teaching Group-A posts are as under:

Sl. No.	Name of the post	Pay Matrix 7 <sup>th</sup> CPC (Level)	Number of vacancies with Category	Upper Age limit #
1.	Finance Officer	Pay Level 14(1,44,200-2,18,200)	01(UR)	57 years
2.	Controller of Examinations	Pay Level 14 (1,44,200-2,18,200)	01(UR)	57 years
3.	University Engineer	Pay Level 13 (Rs.1,23,100-2.15,900)	01 (UR)	56 years
4.	Deputy Registrar	Pay Level-12(78,800-2,09,200)	04(02-UR,01-OBC,01-EWS )	50 years
5.	Assistant Registrar	Pay Level-10(56,100-1,77,500)	04(02-UR, 01-OBC, 01-SC)	40 years

Relaxation in age to the reserved category candidates will be permissible as per Govt. of India Rules.

# Age relaxation in upper age limit will be given in respect of eligible applicants who are regular employees of Central Govt./State Govt./Central Universities/UGC maintained deemed to be universities/other Central /State autonomous bodies/organisations/Institutions/Ex-Servicemen/ as per GOI rules.

**1. Finance Officer**

**a) Essential Qualification for Direct Recruitment**

- (i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment 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.

**b) Desirable**

Candidates who have served in Indian Audit and Accounts Services/Indian Defence Accounts/ Audit Services/Finance branch of similar organised services in Central/State Govt./Academic Institutions.

c) **Deputation:**

Qualification as per Sl. No. 1 (a) above

Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/State Govt.

OR

University System/Other organisation subject to fulfilment of qualification as indicated in para 1(a)&(b) above on Deputation for a tenure of 5 years or till attaining the age of 62 years, which is earlier.

2. **Controller of Examinations**

a) **Essential Qualification for Direct Recruitment**

- (i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment 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.

b) **Desirable**

Capable of implementing various provisions of NEP( including affiliated Colleges) and well verse with technological advancements in the field.

c) **Deputation:**

Qualifications & Experience same as that for Direct Recruitment and holding analogous post or eight years experience at Pay Level -12

3. **University Engineer**

(a) **Essential Qualification for Direct Recruitment**

- (i) First Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent

- (ii) 08 years of experience as Executive Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi government/PSU/Statutory or Autonomous organization/University System or reputed private organizations with an annual turnover of at least Rs. 200/- Crores or more.

**(b) Desirable**

- (i) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tending as per the CPWD/PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.
- (ii) Knowledge of Computer Aided Design ( CAD) and latest Management Technology/other relevant software.

**(c) Deputation:**

Qualifications as per Sl.No.3 ( a) & (b) above.

Officers holding analogous post or with 8 years experience as Executive Engineer ( Pay Level 11) or equivalent, in the CPWD/State Government PWD services or similar organized services/ Semi Government/PSU/Statutory or Autonomous Organisation/ University System.

**4. Deputy Registrar**

**(a) Essential Qualification:**

- (i) Master degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) Five years experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.

**(b) Desirable**

Experience in handling Administrative matters related to employees' service matters, recruitment, pension etc./procurement/Finance in State Govt./Central Govt./Autonomous Institutions/PSUs and CFTIS.

**5. Assistant Registrar**

**(a) Essential Qualifications**

- (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) The appointment under direct recruitment shall be made through an All India open competition conducting written test and interview.

### **Desirable**

Hands on experience or in supervisory capacity in the field of Finance/ Procurement/Technical management/employees' service matters.

### **HOW TO APPLY**

Applicants can visit website ( [www.nehu.ac.in](http://www.nehu.ac.in)) for advertisement details and for applying online please visit ( [recruitment.nehu.ac.in](http://recruitment.nehu.ac.in)). Fee payment can be made online while applying for the post. An application fee of Rs.1000/- ( Rupees One thousand only) for General /OBC/ EWS candidates and Rs.500/- (Rupees Five hundred only) for SC/ST candidates. Women candidates and Person with Disabilities are exempted from pay of application fee. A candidates applying for more than one post should apply separately for each post.

### **OTHER TERMS AND CONDITIONS**

1. The candidates are required to upload all the necessary documents. Certificates in the online applications. Incomplete application forms in any respect shall be summarily rejected and shall not be considered.
2. Persons serving in Govt./Semi-Govt./PSU or any other organisation should upload NOC & vigilance clearance also while applying online along with all other relevant supporting documents duly self attested failing which such persons shall be required to produce NOC & vigilance clearance at the time of appearing in the interview.
3. The candidates applying for more than one post should submit separate application form for each post alongwith the requisite application fee.
4. No TA/DA shall be paid to the candidates for attending the interview/Written test.
5. (a) The Institute is free to restrict/change the criteria to all the eligible candidates for the Written Test to be conducted/ Interview, as per response to an advertised post for reasons given in 5(b) below.  
(b)The prescribed essential qualification and experience indicated are bare minimum, and merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for Written Test and/or Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test and /or interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for Written Test and /or Interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. Therefore, the applicants should furnish details of all the qualifications and experience possessed in the relevant field of the application form along with the documentary evidences.
6. The Screening Committee may devise its own criteria to scrutinize the applications to restrict the number of candidates to be called for interview.
7. The University reserves the right to increase or decrease the posts depending on the number of vacancies which are likely to accrue.

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8. 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.
9. Maximum/Minimum age limit, educational qualifications/experiences etc. in respect of the posts will be counted as on last date of submission of application.
10. Fees once paid is not refundable under any circumstances.
11. The original degree certificates/proof of date of birth and other testimonials towards fulfilment of specified eligibility conditions shall be required to be produced by the candidates, at the time of their interview.
12. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of service. In case it is detected that the documents submitted are fake or the candidate has clandestine background and has suppressed the said information his/her service shall be terminated forthwith.
13. NEHU reserves the right to postpone/cancel the recruitment exercise for the posts without assigning any reasons thereof.
14. Selected candidate may be posted to any Campus of the University.
15. Candidates are advised to mention their correct and active e-mail address in the application, as all the correspondences like issuance of call letter or any other information will be communicated through e-mail only.
16. For availing the benefits of SC/ST /Other Backward Classes/Economically Weaker Sections/PWD, the candidates are required to produce the valid Certificate in the prescribed proforma applicable for appointment to the posts of Central Government.
17. In case any mistake in selection process is detected, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
18. The jurisdiction for all disputes/Legal matter for this recruitment will be confined to the Courts in Shillong.

Last date for submission of application is 23.02.2024.

  
Registrar