



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

Phone :  
Grams : NEHU

F.No.1- 4/Estt.II(B)/2021-370

Dated, the 15<sup>th</sup> March, 2022.

### EMPLOYMENT NOTICE

Online applications are invited from Indian Nationals for filling up of Non-Teaching Group-A Posts in North-Eastern Hill University, Shillong .

The last date for receipt of application is **18. 04.2022**.

For details login to University Official 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) .

This Employment Notice supersedes the earlier Employment Notices No.1-4/Estt.II(B)/2017-871 dated 18<sup>th</sup> October, 2017 for the post of Assistant Registrar(Tura Campus) and No.1-4/Estt.II(B)/2017-2443 dated the 20<sup>th</sup> January, 2020 for the post of Deputy Registrar and Assistant Registrar. The candidates who have applied earlier against the said Employment Notices dt.18<sup>th</sup> October, 2017 and dated 20<sup>th</sup> January, 2020 should apply afresh but need not pay for application fees if paid earlier.

  
Registrar

With reference to the Employment Notice No. 1-4/Estt.II (B)/2021-370 dated 9<sup>th</sup> March, 2022. Details of essential qualifications, experience etc. in respect of Non-Teaching Group-A posts may be seen as under

Sl. No.	Name of the Post	Pay Matric 7 <sup>th</sup> CPC(Level- )	Number of vacancies
1.	Deputy Registrar	Rs. 78,800-209200/- Level-12	02 (01 UR, 1 SC )
2.	Assistant Registrar (Shillong Campus & Tura Campus)	Rs. 56,100-177500/- Level-10	03 (02 UR, 1 OBC)

1. Essential Qualification for the post of Deputy Registrar

- (i) Master degree with at least 55% marks or its equivalent grade 'B' in the UGC Seven Points scale.
- (ii) Nine years experience as a Lecturer/Assistant Professor in the AGP of 6000 and above with experience in educational administration.

OR

Comparable experience in research establishments and/or other Institutions of Higher Education.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post.

Provided that fulfilment of the requirement of 55% marks or its equivalent grade 'B' in the UGC Seven Points scale may be relaxed by the University for SC/ST candidates and departmental candidates subject to the minimum of 50% marks.

2. Essential Qualification for the post of Assistant Registrar

Master Degree with at least 55% marks or its equivalent grade 'B' in the UGC Seven Points scale with a consistently good academic record.

Provided that fulfilment of the requirement of 55% marks or its equivalent grade 'B' in the UGC Seven Points scale may be relaxed by the University for SC/ST candidates and departmental candidates subject to the minimum of 50% marks.

Provided further that preference will be given to the candidates having administrative experience.

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### HOW TO APPLY

Interested candidates can visit NEHU website ( [www.nehu.ac.in](http://www.nehu.ac.in) ) to apply online. Fee payment can be made online while applying the advertisement. Women candidates and Person With Disabilities are exempted from payment of application fee.

### OTHER TERMS AND CONDITIONS

1. The candidates are required to upload all the necessary documents/Certificates in the online application. Incomplete applications forms in any respect shall not be considered.
2. Shortlisted candidates who are employed and did not apply through Proper Channel are required to submit a NO OBJECTION CERTIFICATE from their employer on the date of 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.
5. Mere fulfilling of minimum qualification does not entitle a candidate to be called for interview.
6. The Screening Committee shall 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.
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 pots in the University/Research Institutions etc .
9. Fees once paid is not refundable under any circumstances.
10. 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.
11. 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.

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12. NEHU reserves the right to postpone/cancel the recruitment exercise for the post without assigning any reasons thereof.
13. The University reserves the right to accept or reject any application.
14. 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 **18.04.2022**.

  
Registrar