



**MANIPUR UNIVERSITY  
CANCHIPUR: IMPHAL**

**ADVERTISEMENT NO. 2 /2025**

Dated, the 13<sup>th</sup> May, 2025

No. MU/VI/14/2025/Admn.I: 115 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 | No. of Post | To be filled by the following category |
|-----------|--|------------------------|-----------|-------------|--|
| 01        | Section Officer  | 44900-142400           | Level-7   | 3           | 1-UR, 1-SC, 1-OBC                      |
| 02        | Stenographer   | 35400-112400           | Level-6   | 2           | 1-UR, 1-OBC                            |
| 03        | Senior Assistant   | 35400-112400           | Level-6   | 2           | 1-UR, 1-OBC                            |
| 04        | Technical Assistant<br>[Physics, Chemistry, Computer Science, Biochemistry, Language Lab, Life Sciences (Zoology, Botany)] | 29200-92300            | Level-5   | 8           | 4-UR, 3-ST, 1-OBC                      |
| 05        | Assistant  | 25500-81100            | Level-4   | 4           | 3-UR, 1-ST                             |
| 06        | Junior Stenographer  | 25500-81100            | Level-4   | 4           | 2-UR, 1-ST, 1-SC                       |
| 07        | Junior Assistant   | 19900-63200            | Level-2   | 10          | 6-UR, 1-OBC, 3-ST                      |
| 08        | Driver   | 19900-63200            | Level-2   | 3           | 1-UR, 1-ST, 1-OBC                      |
| 09        | Cook   | 19900-63200            | Level-2   | 3           | 2-UR, 1-ST                             |
| 10        | Library Attendant  | 18000-56900            | Level-1   | 1           | 1-ST                                   |
| 11        | Laboratory Attendant   | 18000-56900            | Level-1   | 3           | 1-UR, 1-OBC (PWD), 1-ST                |
| 12        | Peon/Multi-Tasking Staff (Janitor, Chowkidar, Ward Boy/Mess Helper, Gardener, Conductor cum Cleaner, Sweeper)              | 18000-56900            | Level-1   | 35          | 17-UR, 1-UR(PWD), 12-ST, 4-OBC, 1-SC   |

**Total = 78**

Application form has to be made online only from the University website [www.manipuruniv.ac.in](http://www.manipuruniv.ac.in) and then downloaded hard copy of the application along with the required documents and proof of fee has to be submitted to: The Registrar, Manipur University, Canchipur, Imphal -795003. The 'Name of the Post Applying For' must be clearly mentioned on the envelope containing the application. Those in service should apply through proper channel.

Application fee of Rs. 500/- for UR & OBC candidates and Rs. 300/- for SC/ST/PWD candidates have to be paid online.

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

\* The above advertised posts were not included in the advertisements issued in the years 2019 and 2020 vide Advt. No. 2/2019 dated, the 27<sup>th</sup> May, 2019 and Advt. No.3/2020 dated, the 30<sup>th</sup> November, 2020 respectively. These vacancies are fresh and have arisen independently.

**IMPORTANT DATELINES**

|   |                                |
|---|--------------------------------|
| START OF ONLINE APPLICATION                                       | 15/05/2025, 05:00 P.M. ONWARDS |
| LAST DATE FOR ONLINE APPLICATION                                  | 13/06/2025 UPTO 05:00 P.M.     |
| LAST DATE FOR RECEIPT OF HARD COPY PRINT OUT ALONG WITH DOCUMENTS | 30/06/2025 UPTO 03:00 P.M.     |

  
 (Prof. P. Binoy Singh)  
 Registrar i/c

| Post Code | Name of Post     | Essential qualifications   |
|-----------|------------------|--|
| 01        | Section Officer  | <p>(i) A Bachelor's Degree in any discipline from any recognized Institute/University.</p> <p>(ii) Three Years' Experience as Senior Assistant in the Level 6 or eight years as Assistant in Level 4 in any Central/State Govt./University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.</p> <p>(iii) Proficiency in Computer Operation, noting and drafting.</p> <p><b>Age Limit:</b> 35 Years</p>  |
| 02        | Stenographer     | <p>1. A Bachelor's Degree in any discipline from any recognized Institute/University.</p> <p>2. Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm.</p> <p>3. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.</p> <p>4. Knowledge of Computer Applications.</p> <p>5. Two years experience as Junior Stenographer or equivalent in Central State Govt. Organisations/University Research Institution or Central/State autonomous Institutions/reputed private institutions having a turnover 200 Crores.</p> <p><b>Desirable:</b> Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b><br/> Dictation: 10 minutes @ 100 w.p.m.<br/> Transcription: 40 minutes English/55 minutes Hindi.</p> <p><b>Age Limit:</b> 35 years</p> |
| 03        | Senior Assistant | <p>Bachelor Degree from a recognized University/ Institution.</p> <p>Three Years of experience as UDC or equivalent in the level 4 in Central/ State Government/ University/ PSU and other Central/ State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs. 200/ Crores or more.</p> <p>Proficiency in Typing, Computer applications, noting and drafting</p> <p><b>Age Limit:</b> 35 years</p>   |

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|----|---------------------|--|
| 04 | Technical Assistant | <p>Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.</p> <p>The experience should be in University/ Research establishment/Central/State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs. 200/- Crores or more.</p> <p><b>Age Limit:</b> 32 years</p>   |
| 05 | Assistant           | <ol style="list-style-type: none"> <li>1.A Bachelor's Degree from any recognized Institute/University</li> <li>2.Two year experience as Junior Assistant/ Equivalent posts in University/ Research Establishment/ Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more.</li> <li>3.Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm</li> <li>4.Proficiency in Computer Operations</li> </ol> <p><b>Age Limit:</b> 32 years</p>  |
| 06 | Junior Stenographer | <ol style="list-style-type: none"> <li>1. A Bachelor's Degree in any discipline from any recognized Institute/ University.</li> <li>2. Proficiency in Stenography in English or Hindi with minimum speed of 80 wpm.</li> <li>3. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.</li> <li>4. Knowledge of Computer Applications.</li> </ol> <p><b>Desirable:</b> Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b><br/> Dictation: 10 minutes @ 80 w.p.m.<br/> Transcription: 50 minutes English/65 minutes Hindi</p> <p><b>Age Limit:</b> 32 years</p> |
| 07 | Junior Assistant    | <ol style="list-style-type: none"> <li>(i) A Bachelor's Degree from any recognized Institute/University.</li> <li>(ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work)</li> <li>(iii) Proficiency in Computer Operations.</li> </ol> <p><b>Age Limit:</b> 32 years</p>  |

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|----|---|--|
| 08 | Driver  | <p>(i) 10<sup>th</sup> Pass from any recognized Board</p> <p>(ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement</p> <p>(iii) Knowledge of motor mechanism ( the candidate should be able to remove minor defects in vehicles).</p> <p>(iv) Experience of driving motor vehicles for at least 05 years in an organization.</p> <p><b>Age Limit:</b> 32 years</p> |
| 09 | Cook  | <p>(i) 10<sup>th</sup> Class from a recognized Board.<br/>ITI Trade certificate in Bakery and Confectionery (one year duration)</p> <p>(ii) 03 years experience in cooking/ catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.</p> <p><b>Age Limit:</b> 32 years</p>   |
| 10 | Library Attendant   | <p>(i) 10+2 or its equivalent examination from a recognized Board.</p> <p>(ii) Certificate course in Library Science from a recognized Institution.</p> <p>(iii) One year experience in a University/ College/ Educational Institution Library.</p> <p>(iv) Basic knowledge of computer applications.</p> <p><b>Age Limit:</b> 32 years</p>  |
| 11 | Laboratory Attendant  | <p>10+2 with Science stream from any recognized Central/ State Board</p> <p style="text-align: center;"><b>OR</b></p> <p>10<sup>th</sup> Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.</p> <p><b>Age Limit:</b> 32 years</p>   |
| 12 | Peon/Multi-Tasking Staff (Janitor, Chowkidar, Ward Boy/Mess Helper, Gardener, Conductor cum Cleaner, Sweeper) | <p>10<sup>th</sup> Pass from a recognized Board</p> <p style="text-align: center;"><b>OR</b></p> <p>ITI Pass</p> <p><b>Age Limit:</b> 32 years</p> <p>Trade test/Skill test</p>  |

### **RELAXATION IN UPPER AGE LIMIT:**

1. Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

2. The relaxation in age shall also be given in respect of the following categories as mentioned against each:

| <b>Sl. No.</b> | <b>Category of Persons</b>  | <b>Extent of age relaxation</b>   |
|----------------|---|-----------------------------------|
| <b>1.</b>      | Regular Employees of the Central Govt/State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State autonomous bodies/organisations/Institutions. | As per Government of India rules. |
| <b>2.</b>      | Ex-Servicemen   |                                   |

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to **40 years** in case of General candidates and **45 years** in case of candidates belonging the SC/ST **who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.**



## **GENERAL TERMS AND CONDITIONS OF RECRUITMENT:**

1. Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. 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 along with the Vigilance Clearance Certificate in a sealed cover" from the employer.
2. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
3. It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his 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 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 termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly.
4. 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.
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 forth with.
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 (Now MoE), 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 Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his 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 at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.

12. The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc. and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/ Regulations/Guidelines of the UGC/Government of India in future shall be adopted mutatis-mutandis by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.

13. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

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 tests/interview and his candidature may be treated as cancelled without any further communication in this regard.

15. (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.

(ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy. (Reference: DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)

(iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.

(v) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

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2. The relaxation in age shall also be given in respect of the following categories as mentioned against each:

| <b>Sl. No.</b> | <b>Category of Persons</b>  | <b>Extent of age relaxation</b>   |
|----------------|---|-----------------------------------|
| <b>1.</b>      | Regular Employees of the Central Govt/State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State autonomous bodies/organisations/Institutions. | As per Government of India rules. |
| <b>2.</b>      | Ex-Servicemen   |                                   |

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to **40 years** in case of General candidates and **45 years** in case of candidates belonging the SC/ST **who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.**