

MANIPUR UNIVERSITY OF CULTURE

Palace Compound, Imphal East, Manipur

ADVERTISEMENT FOR RECRUITMENT

Imphal, the 17th January, 2025

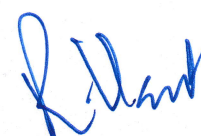
No. 1/4/15-MUC(ESTT-REC)/2022 :Applications in prescribed format are invited for Direct Recruitment of the following Non-Teaching posts in Manipur University of Culture :

Sl No.	Name of Post	No. of Posts for Direct Recruitment	Pay Scale [Pre-revised]
1	Controller of Examinations	1[UR]	37400-67000 + GP 10000
2	Assistant Controller of Examinations	1[UR]	15600-39100 + GP 5400
3	Assistant Librarian	1[UR]	15600-39100 + GP 6000
4	Assistant Registrar	1[UR]	15600-39100 + GP 5400
5	Computer Programmer	1[UR]	9300-34800 + GP 4400
6	Office Assistant	2[UR]	5200- 20200 +GP 2000

A. Essential Qualifications :

1. Controller of Examinations	(i) Master's Degree with at least 55% of the marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant degree from an Indian/foreign University. (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 (i) Comparable experience in research establishment and/or other Institutions of higher education, or (ii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. # Tenure/term of 5(five) years [Statute No.7(2) of The Statutes of The University appended to The Manipur University of Culture Act, 2015] \$ Age limit : Below 55 years as on 01.01.2025
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2. Assistant Controller of Examinations	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. # Age : below 38 years(upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). [Crucial date for determination of age shall be date of advertisement of this recruitment]
3. Assistant Librarian	i) A Master's Degree in Library Science, Information Science or Documentation Science , with at least 55% marks (or an equivalent grade in a point -scale, wherever the grading system is followed) ii) knowledge of computerization of a library. iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: <i>Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:-</i> a)The Ph.D. degree of the candidate has been awarded in the regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate has been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal; e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.



	Note: (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned. (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. # Age : below 38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). <i>[Crucial date for determination of age shall be date of advertisement of this recruitment]</i>
4. Assistant Registrar	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. # Age : 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). <i>[Crucial date for determination of age shall be date of advertisement of this recruitment]</i>
5. Computer Programmer	B.E. in Computer Engineering/Master of Computer Application (MCA) Desirable Qualifications 5 (five) year experience in programming/data warehousing - Knowledge of Manipuri and English # Age : 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). <i>[Crucial date for determination of age shall be date of advertisement of this recruitment]</i>
6. Office Assistant	Graduate who have completed a Course on Computer Concepts (CCC) DOS + Windows + MS Office + Multimedia + Internet) of a Central/State recognized Institute. # Age : 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). <i>[Crucial date for determination of age shall be date of advertisement of this recruitment]</i>

B. PLAN OF SELECTION:

1. Controller of Examinations:

The selection process shall comprise of two successive stages:

1. Screening for short listing of the candidates to be called for interview,
2. Interview by the Selection Committee under Statute No. 17 of the Statutes of the University appended to The Manipur University of Culture Act, 2015

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2. Assistant Controller of Examinations & Assistant Registrar:

The selection process shall comprise of two successive stages:

1. A written test consisting of 2(two) papers as given below:

1	Essay Paper	25 (twenty five) marks	1 (one) hour
2	General Studies	100(hundred) marks	3(three) hours

Note : 1. General Studies paper will consist of 100 nos. of Multiple – Choice type questions each carrying 1 mark for correct answer with a total of 100 marks.

2. There will be no negative marks for incorrect answers or questions not attempted.

3. Scheme of the General Studies paper is given below:

Sl No.	Section	No. of Questions	Total marks
1	General Intelligence & Reasoning	25	25
2	General Knowledge	25	25
3	Quantitative Aptitude	25	25
4	English Language	25	25
Total		100	100

2. Interview

3. Assistant Librarian:

The selection process shall comprise of two successive stages:

1. A written test consisting of 2(two) papers as given below:

1	Essay Paper	25 (twenty five) marks	1(one) hour
2	General Studies	100(hundred) marks	3(three) hours

Note : 1. General Studies paper will consist of 100 nos. of Multiple – Choice type questions each carrying 1 mark for correct answer with a total of 100 marks.

2. There will be no negative marks for incorrect answers or questions not attempted.

3. Scheme of the General Studies paper is given below:

Sl No.	Section	No. of Questions	Total marks
1	General Intelligence, Reasoning & Quantitative Aptitude	25	25
2	General Knowledge	25	25
3	Library Science	25	25
4	English Language	25	25
Total		100	100

3. An Interview.

4. Computer Programmer :

The selection process shall comprise of two successive stages:

1. A written test consisting of 2(two) papers as given below:

1	Essay Paper	25 (twenty five) marks	1 (one) hour
2	General Studies	100(hundred) marks	3(three) hours

Note : 1. General Studies paper will consist of 100 nos. of Multiple – Choice type questions each carrying 1 mark for correct answer with a total of 100 marks.

2. There will be no negative marks for incorrect answers or questions not attempted.

3. Scheme of the General Studies paper is given below:

Sl No.	Section	No. of Questions	Total marks
1	General Intelligence, Reasoning & Quantitative Aptitude	25	25
2	General Knowledge	25	25
3	Computer Science	25	25

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4	English Language	25	25
Total		100	100

2. An Interview.

5. Office Assistant :

The selection process will comprise of one stage only i.e. written test only [as per Government of Manipur Department of Personnel and Administrative Reforms (Personnel Division) Office Memorandum No. MISCDP-1/23/2024-DP-DP dated 14th June,2024].

- The written test will consist of 1(one) paper of 100 nos. of Multiple Choice Type Questions each carrying 1 mark for correct answer with a total of 100 marks.
- The duration of the test will be 3(three) hours.
- There will be no negative marks for incorrect answers or questions not attempted.
- Scheme of the paper is given below:

Sl No.	Section	No. of Questions	Total marks
1	General Intelligence & Reasoning	25	25
2	General Knowledge	25	25
3	Quantitative Aptitude	25	25
4	English Language	25	25
Total		100	100

C. IMPORTANT DATES :

- Issue of prescribed application forms : **20th January, 2025**
[Monday]
- Last date of submission of applications : **10th February, 2025**
[Monday]
- Date of Written Examinations/Interview : will be notified later

INSTRUCTIONS & INFORMATION

- Applicants must apply on prescribed form available at Administrative Block, Manipur University of Culture [Directorate of Art & Culture, Govt. of Manipur Complex, Imphal East, Manipur]
- The envelope containing the application form must indicate the name of the post, advertisement No.

3. Application Fee : Rs. 700/- [General Category] & Rs. 500/- [SC/ST/OBC] must be deposited along with the application form at the Fee Counter of Manipur University of Culture, Imphal East.
4. Applicants serving in Government/ Semi-Government Organizations/ Public Sector Undertakings/Autonomous Bodies must send their applications " Through Proper Channel". The applications received without the recommendations of the employers will not be considered.
5. Separate application along with application fee should be submitted for each post applied for
6. A recent coloured passport size photograph should be affixed on the right hand top corner of the application. Two additional photographs must be accompanied with the application.
7. Self attested copies of Mark Sheets, Educational Certificates from Class X onwards and Experience Certificates etc. must be attached to the application. Incomplete applications or without relevant supporting enclosures will be out rightly rejected.
8. Applications of the ineligible candidates are liable to be rejected without any intimation to the candidates concerned.
9. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
10. Number of posts advertised may be treated as tentative. The University reserves the right to increase/ decrease the number of posts.
11. Applications after the last date and Any fresh paper/enclosures after closing date shall not be considered.
12. Candidates found indulging in canvassing in any form will be disqualified.
13. University shall verify the antecedents or documents submitted by candidates at any time during the process of recruitment/service. In case, it is found that the documents submitted by the candidates are fake or any candidate has clandestine antecedent/ background for which he or she may be convicted by any court and has suppressed the said information , then his/her service shall be liable to be terminated.
14. The application received after the last date will not be entertained.
15. No TA/DA will be paid for attending the interview.
16. Any candidate who has taken part in the recruitment process shall be considered/taken that he or she has undertaken to abide by the rules stipulated above.
17. This recruitment shall be on the basis of Ordinances For Direct Recruitment to 7(Seven) Nos. of Non-Teaching Posts of Manipur University of Culture.



(Laishram Radhakanta)
Registrar, Manipur University of Culture