

**DHANAMANJURI UNIVERSITY
MANIPUR**

Essential Qualification for Group "A" posts

Post Code	Name of Post	Essential Qualifications
02(A)	Finance Officer	<p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the University Grants Commission 7-point scale.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7,000/- and above or with 8 years' of service in the AGP of Rs. 8, 000/- and above including as Associate Professor along with experience in Educational Administration;</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
04(A)	Librarian	<p>(i) A Master's degree in Library Science/Information Science/ Documentation Science with at least 55% of the marks or an equivalent grade in a point scale, wherever grading system is followed.</p> <p>(ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.</p> <p>(iii) Evidence of innovative library services, including the integration of ICT in a Library.</p> <p>(iv) A Ph.D. Degree in Library Science/Information Science/Documentation/archives and manuscript keeping.</p>
05(A)	Deputy Registrar	<p>A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; along with</p> <p>(i) Nine years' of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration, or</p> <p>(ii) Comparable experience in research establishment and/or other institutions of higher education, or</p> <p>(iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post</p>
08(A)	Assistant Registrar	Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 points scale.
09(A)	Assistant Controller of Examination	Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 points scale.
10(A)	Assistant Finance Officer	Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 points scale.

Essential Qualification for Group 'B', 'C' & 'D' posts

Post Code & Group	Name of Post	Essential Qualifications
11(B)	Medical Officer	<p>(i) Possession of a recognized Medical qualification included in the First or Second Schedule, or Part-II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1957. Holders of educational qualifications included in Part II of the Third Schedule should fulfill the conditions as stipulated in sub-section 3 of section 13 of the Indian Medical Council Act, 1956.</p> <p>(ii) Completion of compulsory rotating Internship.</p> <p>(iii) Possession of Registration Certificate issued by MCI/State Medical Councils.</p> <p>Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).</p>
01(B)	Private Secretary	<p>(i) Bachelor Degree from a recognised Institution.</p> <p>(ii) Knowledge in shorthand Writing.</p> <p>(iii) Possessing "O" or higher level Certificate Course conducted by DOEACC under control of Dept. Of Electronics, GOI.</p> <p align="center">Or</p> <p>Computer Operator & (COPA)/ Data Preparation and & Computer Software (DPCS) Certificate organised under National/State Council of Vocational Training Scheme.</p> <p align="center">Or</p> <p>Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Govt.</p> <p align="center">Or</p> <p>Diploma in Computer Science/ Computer Application from a recognised Institution.</p> <p>Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).</p> <p>Desirable Qualification: Experience of working in a recognised Institution.</p>
02(B)	Section Officer	<p>(i) Graduate from a recognized Institution.</p> <p>(ii) Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Govt. or Diploma in Computer Science/ Computer Application from a recognised Institution.</p> <p>Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).</p>

Essential Qualification for Group 'B', 'C' & 'D' posts

Post Code	Name of Post	Essential Qualifications
13(B)	Staff Nurse	(i) Matriculate/HSLC or its equivalent of a recognized University / Board. (ii) Registered 'A' Grade Nurse. (Senior Certificate in Nursing & Senior Midwifery from a recognized University/Institute (for Male Nurses Senior Midwifery Certificate is not required) Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates)
03(C)	Computer Operator	(i) Graduates in any discipline. (ii) Diploma in Computer Science/ Computer Application from a recognised Institution or any Govt. Polytechnic. Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).
05(C)	Office Assistant	(i) Graduates in any discipline (ii) Possessing a Diploma in Computer Application or Course on computer concepts (CCC) from a recognized Institute. Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates)
06 (C)	Driver (Light)	(i) Class X passed. (ii) Possessing valid driving licence. (iii) Having Certificate from recognized Driving School and 2 years experience of driving. Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). Desirable Qualification: Knowledge of Vehicle parts and their functioning Knowledge of Manipuri, Hindi and English.
07(D)	Peon	(i) Class X passed from a recognized Board. Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). Desirable Qualification: Knowledge of Manipuri , Hindi & English
08(D)	Sweeper-Cum-Chowkidar	(i) Class X passed from a recognized Board. Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). Desirable Qualification: Good physic and possessing knowledge of Manipuri, English and Hindi.
09(D)	MTS (Multitasking Staff)	(i) Class X passed from a recognized Board. Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). Desirable Qualification: Knowledge of Manipuri , Hindi & English
10(D)	Attendant	(i) Class X passed from a recognized Board. Age: 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates). Desirable Qualification: Knowledge of Manipuri , Hindi & English



DHANAMANJURI
UNIVERSITY

**DHANAMANJURI UNIVERSITY
MANIPUR**

Imphal 795001, Manipur, India

Affix recent
passport size
photograph and
self attest
across it

APPLICATION FORM FOR NON-TEACHING POSTS

To be filled in by the Applicant's own handwriting.
(Use separate form for each post. Incomplete application will not be entertained)
(Please read the instruction carefully given in the eligibility criteria before filling up the form)

1. Advertisement no. : Post Code & Group:

2. Post Applied for:

3. Name of the applicant (in block):

4. Father's name : _____

5. Mother's name : _____

6. Date of birth: (dd/mm/yyyy) : 7. Religion: _____

8. Sex : Male Female Others

9. Whether belongs to : _____
ST/SC/OBC/PWD (If yes, enclosed certificate as per government of India guidelines)

10. Application fee:

RTGS/NEFT details	Bank Name	Bank Branch	Amount (Rs.)

(Please enclose copy of proof of the payment)

11. Marital Status : _____

12. Nationality : _____

13. Address for correspondence : _____
District _____
State _____ Pin Code _____

14. Permanent Address : _____
District _____
State _____ Pin Code _____

15. State of Domicile : _____

16. Mobile No. :

17. Email Address : _____

(A) Academic Qualifications:

(HSLC onwards, please attach self attested copies of certificates & mark sheets in the same order)

Examination Passed	Board/ University	Year of Passing	Division	Subjects	% of marks

(B) Professional/ Service Experience

(Give particulars in descending order starting with the present post)

Name of the employer (Please indicate whether Govt./Quasi Govt. / Autonomous/Private)	Post held	Last basis pay drawn with pay scale	Period		Nature of assignment
			From	to	

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand if at any time it is found that I have concealed any information or have given any incorrect date, my candidature/appointment may be cancelled/terminated without any notice or compensation.

Place:

Date:

(Signature of the Applicant)