

REGISTRAR

1	Name of Post	Registrar
2	Number of Posts	To be decided by the University
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level-14 (Rs.144200/- to 218200/-)
5	Whether Selection or non-selection post	Tenure Post for a period of five years on Deputation/Direct
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Educational Qualification: Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale;</p> <p>Experience: Officers holding analogous posts in Pay Level-14 (Pre-revised PB-4-Rs. 37400-67000 with GP of Rs. 10,000 under the Central/ State Govts./ University/ Educational Institutes of higher learning/ Statutory or Semi-Govt./ Autonomous organization/ Public Sector Undertakings. OR Holding the post of Dy. Registrar in Pay Level-12 (Pre-revised PB-3-Rs. 15600-39100 with GP of Rs. 7600/-) and having at least 8 years of regular service in the grade. OR Holding the post of Assistant Professor/ Assistant Registrar (Sr. Scale) with 15 years of regular service. OR An IAS officer of AGMUT Cadre with one year service in the Senior Scale. OR An officer of UTCS Cadre with one year service in the Junior Administrative Grade. Period of deputation - Shall not ordinarily exceed five years Every Registrar shall be entitled to be covered under superannuation scheme of the University.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of Probation	Not Applicable
10	Method of recruitment	Direct/Deputation for a tenure of five years or till attaining the age of superannuation as per the Statutes and ordinance of the University.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Deputation: Qualifications & Experience: As indicated at col. 7.
12	Composition of DPC	As per Act/Statutes /UGC Notification

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Comptroller of Finance

1	Name of Post	Comptroller of Finance (CoF)
2	No. of Posts	To be decided by the University
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14 (Rs.144200/- to Rs.218200/-)
5	Whether Selection or non-selection post	Tenure Post for a period of five years on Deputation/Direct
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree 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 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</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>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation as per the Statutes and ordinance of the University.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation:</p> <p>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.</p> <p style="text-align: center;">or</p> <p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation as per the Statutes and ordinance of the University.</p> <p>Note: The Selection Committee for deputation shall be the same as at column 12.</p>
12	Composition of DPC	As per Act/Statutes /UGC Notification

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CONTROLLER OF EXAMINATIONS

1	Name of Post	Controller of Examinations (CoE)
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14 (Rs.144200/- to Rs.218200/-)
5	Whether Selection or non-selection post	Tenure Post for a period of five years on Deputation/Direct
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree 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 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</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>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation as per the Statutes and ordinance of the University.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<p>Deputation:</p> <p>Qualifications & Experience: As indicated at col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p>Selection Committee: As at column 12.</p>
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification


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DEPUTY REGISTRAR

1	Name of Post	Deputy Registrar
2	Number of Post (s)	To be decided by the University
3	Classification	Group – A
4	Scale of Pay/Pay Band /Grade Pay	Level 12 (Rs.78800-Rs.209200/-)
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	55 Years
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration. OR Comparable experience in research establishment and/ or other institutions of higher education. OR 05 years of administrative experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.</p> <p>Desirable:</p> <p>1. At least 3 years experience in Rs.6600/- Grade Pay in Pay Band 3 of Rs.67700-208700/- (Level-11 as per 7th CPC) in equivalent cadre in Group A in a Govt. department/ University/ Educational Or Research Institutions.</p> <p>2. Good working knowledge of Computer Operations and Office Procedure.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions (Direct)	Not Applicable
9	Period of probation, if any	To be decided by the University
10	Method of recruitment whether by direct recruitment or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment till the year 2028.
11	In case of recruitment by deputation/ absorption, grades from which deputation/absorption to be made	Deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification


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ASSISTANT REGISTRAR/ ADMINISTRATIVE OFFICER

1	Name of Post	Assistant Registrar/ Administrative Officer
2	Number of Post (s)	To be decided by the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10 (Rs.56100/- to Rs.177500/-)
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	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.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	To be decided by the University
10	Method of recruitment whether by direct recruitment or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment till the year 2028.
11	In case of recruitment by deputation / absorption, grades from which deputation / absorption to be made	Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

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