

Shortlisting Criterion for the post of Assistant Registrar against Advt. No. 02/2022

A)

Essential Qualification:

Master's Degree with at least 60% of the marks or its equivalent grade of 'B' in the UGC seven-point scale along with consistent good academic record.

Note: The committee has considered CA/ICWA/CS equivalent to a Master's degree based on the issued Public Notice No: D.O. No. 9-35/2016(CPP-II) dated 15th April 2021 by the UGC.

AND

Post-Qualification Experience (Desirable).

Minimum 8 years' experience in one or more of the following areas: Accounting, Auditing, Financial procedures, Administrative matters including R&D Management, Corporate Relations, Legal, Labour relations & laws, Recruitment, Establishment, Academic matters, maintenance of student records, Hostel Administration, Estate Management, Materials Management & Import procedures, Alumni Relations etc. of which at least 5 years in a Supervisory capacity at the GP 4600/- or Level-7(regular pay level only) or above or equivalents in a Government, Semi Government organization, recognized University/ Technological Institution of national standing. Computer literacy and ability to work independently will be preferred.

B): The committee has adopted the following criteria for holding analogous post, i.e., Assistant Registrar or an equivalent post in a Centrally funded Technical Institute/University/Research Institution. For this, please

refer to serial No. 05 (a) of the General Instructions to the Candidates in the advertisement.

Essential Qualification:

A Master's degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven-point scale along with a consistent good academic record.

Note: The committee has considered CA/ICWA/CS equivalent to a Master's degree based on the issued Public Notice No: D.O. No. 9-35/2016(CPP-II) dated 15th April 2021 by the UGC.

AND

Post-Qualification Experience (Desirable).

Minimum 8 years' experience in one or more of the following areas: Accounting, Auditing, Financial procedures, Administrative matters including R&D Management, Corporate Relations, Legal, Labour relations & laws, Recruitment, Establishment, Academic matters, maintenance of student records, Hostel Administration, Estate Management, Materials Management & Import procedures, Alumni Relations etc., of which at least 2 years' experience as an Assistant Registrar or an equivalent post in the GP 5400/- or Level-10 (regular pay level only) / above in a Centrally funded Technical Institute/University/Research Institution only. Computer literacy and ability to work independently will be preferred.