

ASSISTANT REGISTRAR

Pay Level-14 (7th CPC)

1. Essential Qualifications

- (i) Master's Degree in any subject or Post Graduate Diploma in Management with at least 55% of marks or its equivalent grade in the UGC seven-point scale from a recognized University/Institution. (5% relaxation in marks for SC / ST / Differently-abled category.)

Desirable :

- (i) MBA or CA/ICWA or MCA or LL.B. or Ph.D. or B.Tech.
(ii) I.T. & Soft skills.
(iii) At least three years' administrative experience in supervisory or equivalent cadre in a Group B post in a government department/University/ Educational or Research Institution/ Teaching and/or Research Experience on a substantive post along with proven administrative capabilities.

Or

3 Years experience as Section Officer in a Central/ State University.

2. Mode of Selection

- (a) The selection will be based on interview only.
(b) In case the number of applicants are very large than the number of posts advertised, then written test will be conducted for short-listing the candidates for interview.
(c) The number of candidates called for interview shall be 10 times of the number of posts to be filled-in in the category in case of short-listing.
(d) The scheme of the examination for written test will be prescribed by the University from time to time with the approval of the BoM in this regard.

Age limit: Not exceeding 40 Yrs. (45 years in case of SC/ST/ Differently-abled category/women candidates). Age will be calculated as on 1st July of year of advertisement.

Note :

1. The incumbent should possess good communication, logical reasoning, mathematical, analytical skills, soft skills and aptitude for drafting/noting in English & Hindi. Should be able to coordinate, liaise with other divisions/ departments and participate in discussions with senior functionaries and academicians.
2. The incumbent is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project & Planning/ Research/ College Administration/ Management/ HR/ Legal etc.

Paper Scheme for Assistant Registrars' Written Test

Phase –I

Paper – I (2 Hours)

(i) Verbal and Communication ability in English	(50 Questions) 150 Marks
(ii) Verbal and Communication ability in Hindi	(50 Questions) 150 Marks

Paper –II (3 Hours)

(i) Mathematical ability	(50 Questions) 150 Marks
(ii) General awareness	(50 Questions) 150 Marks
(iii) Logical reasoning and data Interpretation	(50 Questions) 150 Marks

Phase -II

Interview (150 Marks)

Note :-

- (i) The question paper will be of MCQ type.
- (ii) In case of equal marks in the written test the one who has secured higher percentage of marks in Post Graduate examination will be considered higher in merit. In case of equal marks and equal percentage in the Post Graduate examination the one born earlier will be considered higher in merit.
- (iii) Wherever Interview is involved, the candidate shortlisted in Unreserved Category for the Interview will only be considered for the post in Unreserved Category, however for short-listing for Unreserved Category all candidates will be considered.