



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

ADVERTISEMENT

(This is a re-advertisement. The candidates who have earlier applied for the post of REGISTRAR against Advertisement No. RTMNU/GA/978 published on 12th September, 2019 need not apply again. However, they can submit the revised Bio-data with changes, if any)

No. RTMNU / GA / 159

Dated : 29th April, 2021

Applications are invited in prescribed format from eligible candidates for the post of **REGISTRAR** in the University.

Name of the Post	No. of Post	Category	Level in Pay Matrix
REGISTRAR	01	Open	Level – 29 : Rs.1,31,100 – 2,16,600/-

The prescribed Application form of this University is available on Website of the University www.nagpuruniversity.ac.in .

Last date of submission of Application form along with all required information and self-attested true copies of the relevant documents in **NINE SETS** is **21st May, 2021**.

Completed application form alongwith self-attested copies of certificates / testimonials in **NINE SETS** and Registration Fee of **Rs.500/-** for Open-Category, and **Rs.300/-** for SC/ST/VJ(A)/NT(B/C/D)/OBC & other reserved categories by way of Demand Draft (**non-refundable**) drawn in favour of "Finance & Accounts Officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur", shall be submitted to "The Registrar, Jamnalal Bajaj Administrative Building, Mahatma Jotiba Phule Educational Premises, Rashtrasant Tukadoji Maharaj Nagpur University, Campus Chowk to Ambazari T-Point Marg, Nagpur-440 033 (M.S.), India" on or before **21st May, 2021**.

The eligibility criteria & pay scale for the post of **REGISTRAR** is as prescribed in the Department of Higher & Technical Education, Maharashtra State Government Resolution No. Sankirn 2012/(9/12) vishi-1, dated 16th March, 2013 & Notification dated 8th December, 2020, respectively and as amended and approved by the Government of Maharashtra from time to time.

The **ELIGIBILITY CONDITIONS** for the post of **REGISTRAR** is as under:

Eligibility Conditions for the Post of **REGISTRAR**

Level in Pay Matrix	:	Level - 29 : Rs.1,31,100 – 2,16,600/- and other usual allowances and benefits as admissible under University rules in force from time to time.
Category	:	OPEN
Retirement Age	:	58 years except in the case of person appointed as REGISTRAR from teaching cadre whose age of retirement shall be 60 years.
Nature of Appointment	:	Appointment of the REGISTRAR shall be for a term of five years OR till he/she attains the age of superannuation, whichever is earlier, and he/she shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years.
Qualifications & Experience	:	1. A Master's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC 7-point scale. <ul style="list-style-type: none">• 5% relaxation in Master's Degree to SC/ST & Departmental candidates• A relaxation of 5% is permissible from 55% to 50% of the marks to the Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991 <p style="text-align: center;">AND</p> 2. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of services in the AGP of Rs.8000/- and above including as Associate Professor alongwith experience in educational administration. <p style="text-align: center;">OR</p> Comparable experience in research establishment and/or other Institutions of Higher Education. <p style="text-align: center;">OR</p> 15 years of Administrative Experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

AND

3. Candidate should have a “Certificate of D.O.E.A.C. Societies ‘C.C.C.’ or ‘O’ level or ‘A’ level or ‘B’ level or ‘C’ level or MSCIT or GECT Certificate of Maharashtra State Higher & Technical Education Board” OR a Certificate in Computer Operation prescribed by the Govt. of Maharashtra from time to time. Those who are not having the said Certificate, will have to produce the Certificate within two years from the date of their appointment.

GENERAL INSTRUCTIONS, TERMS & CONDITIONS :

1. Applicants who would be unable to submit Application form in NINE SETS, due to present scenario of COVID-19, may submit a SOFT COPY of duly filled prescribed Application form alongwith SCANNED documentary proofs and a Demand Draft only on E-mail ID : drga@nagpuruniversity.ac.in . However, the hard copies in NINE SETS will have to be submitted before 15 days of date of interview.
2. Please note that the appointment to the post of REGISTRAR under this advertisement shall be for a term of five years OR till the appointee attains the age of superannuation, whichever is earlier.
3. **This is a re-advertisement. The candidates who have earlier applied for the post of REGISTRAR against Advertisement No. RTMNU/GA/978 published on 12th September, 2019 need not apply again. However, they can submit the revised Bio-data with changes, if any.**
4. The right to fill or not to fill the post or to modify/alter/cancel the advertisement is reserved by the University.
5. All disputes arising out of this advertisement are subject to the jurisdiction of competent court in Nagpur.
6. Proficiency in Marathi language is essential.
7. Educational Qualifications, Experience & other conditions of service would be as per the provisions of Maharashtra Public Universities Act, 2016 and Government Resolutions of Department of Higher & Technical Education, Maharashtra State as amended by the Government of Maharashtra from time to time. The other Resolutions/Circulars issued by the Government of Maharashtra from time to time shall also be applicable to the post of 'Registrar'.

8. Candidates must read all the instructions before filling the application form available at University website www.nagpuruniversity.ac.in Candidates must ensure that no column in the application form is wrongly filled as the information furnished therein would be used for deciding the eligibility and suitability of the candidates for being called for the interview. Applications not filled in correctly, incomplete or not as per the instructions are liable to be rejected and the responsibility for such rejection would be on the candidate himself/herself.
9. "B" in the 7-Point scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent to 55% wherever the grading system is followed as prescribed by U.G.C.

7-Point Scale

Grade	Grade point	Percentage Equivalent
'O'= Outstanding	5.50 - 6.00	75 - 100
'A'= Very good	4.50 - 5.49	65 - 74
'B'= Good	3.50 - 4.49	55 - 64
'C'= Average	2.50 - 3.49	45 - 54
'D'= Below Average	1.50 - 2.49	35 - 44
'E'= Poor	0.50 - 1.49	25 - 34
'F'= Fail	0 - 0.49	0 - 24

10. **Self-attested copies of the certificates should be attached in support of information given in the form where necessary** and Serial No. of enclosures attached should also be indicated in the respective column given in the form. Any information contained in the attached certificates shall not be considered unless it is claimed in the application form.
11. The candidate should submit his/her Bio-data alongwith the application form.
12. **DULY FILLED IN "PROFORMA-A", SUPPLIED ALONGWITH THE APPLICATION FORM, SHOULD ALSO BE SUBMITTED ALONGWITH THE APPLICATION FORM. FAILURE TO SUBMIT "PROFORMA-A" WOULD MAKE THE APPLICATION LIABLE FOR REJECTION.**
13. The period of time taken by candidates to acquire M. Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the post of REGISTRAR.
14. The candidates from reserved category who are domiciled outside the State of Maharashtra will be treated as OPEN category candidates as per Maharashtra Govt. Circular No.CBS-1290/23116/Pra.Kra.378/ Mapak.5, dated 24th August, 1995.
15. As per the Govt. Resolution No. Aniy0-1005/126/Seva-4 dated 31st October, 2005 a new "Defined contribution pension scheme" has been made applicable to the Govt. servant, who are recruited on or after 1st November, 2005. The same will be applicable to employees of this Institute.

16. The candidate shall have to submit a **Declaration-II** of the Application Form as per the rules Prescribed by the Govt. of Maharashtra in respect of small family vide Notification No. SRV.2000/CR/(17/2000) XII, dated 28th March, 2005.
17. Candidates should also attach self-attested copies of Caste certificate, Caste Validity certificate and Non-creamy layer certificate, wherever applicable.
18. **Prescribed Application form can be downloaded from the University Website www.nagpuruniversity.ac.in** Completed form alongwith self-attested copies of certificates / testimonials in **NINE SETS** should be submitted in A-4 size alongwith registration fee (Non-refundable) of Rs.500/- for open category or Rs.300/- for reserved categories by way of demand draft (The Demand Draft must be placed/tagged at the top of the application) drawn in favour of **"Finance & Accounts Officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur"**.
19. Applicant must write advertisement No., name of the post, category of the candidate, his/her name and full address (with mobile number) on the back of the Demand Draft, without fail.
20. Paste (do not staple/pin) a passport size colour photograph in the space provided on the right top portion of the application form, duly attested by the applicant in at least two sets of the application forms.
21. Canvassing in any form throughout the selection process will be a disqualification.
22. **Applications incomplete in any respect will be liable to be rejected.**
23. Applicants shall not be entitled to any TA/DA towards attending the interview.
24. On verification of documents supplied by the applicant if it is found that the information received from an applicant is false or is based on false certificates the applicant shall render himself liable for legal action and the interview/selection will be immediately cancelled.
25. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
26. Selection will be made on the basis of candidate's previous record and performance during his/her interview. The University may in its discretion adopt any other mode as a method of selection.
27. The University shall not be held responsible for postponement or cancellation of scheduled interview for any unforeseen/unavoidable reasons.
28. **Application form of in-service candidate must be signed and forwarded by his/her present employer. However, in case of an "anticipated delay" an applicant may submit the advance copy of his/her application along with the original Demand Draft. In the**

event of application duly forwarded by the employer not reaching the Registrar within the stipulated time, the applicant concerned shall be required to furnish a "No Objection Certificate" from his/her employer, at the time of interview, in the absence of which he/she shall not be entitled to appear for the interview.

29. Applicants are advised to submit the applications to the University well in advance, without waiting till the last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
30. **Application received after the prescribed last date will be rejected and no communication in this regard will be made with the candidate.**
31. No correspondence will be made with applicants who are not short-listed/not called for interview.
32. Applications received by E-mail only on drga@nagpuruniversity.ac.in will be entertained.
33. University will not be held responsible for the applications misplaced or lost or delayed by the postal department.
34. **Qualifications, Experience, Age & all other eligibility conditions should be fulfilled as on the last date for making the application.**
35. **Application complete in all respects shall be submitted in a cloth lined envelope, writing at the center of the envelope the Advertisement No., Name of the Post, and Category of the candidate to the "The Registrar, Jamnalal Bajaj Administrative Building, Mahatma Jotiba Phule Educational Premises, Rashtrasant Tukadoji Maharaj Nagpur University, Campus Chowk to Ambazari T-Point Marg, Nagpur-440 033 (M.S.), India" on or before **21st May, 2021** up to 5.00 p.m.**

REGISTRAR

Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur