



BHATTADEV UNIVERSITY

A State University established under Assam Act No. XXXVI of 2017

Bajali::Pathsala-781325::Assam::India

www.bhattadevuniversity.ac.in

Advertisement No.: Bhatt.U/E&A Sec./ Advt./NTS/OCR/03/2023/2415 Date: 07/02/2023

Applications are invited from eligible Indian Nationals who are interested to contribute honestly to the growth of the new university for the post of **Registrar**. The selected individual will be paid the usual pay and allowances at rates approved by the UGC and the Government of Assam.

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

The Post of Registrar will be for a term of five years, with the incumbent remaining on probation for up to two years following which her/his position may become confirmed for the remaining period of the term. With eligibility conditions permitting, the incumbents may be considered for reappointment.

REQUIRED QUALIFICATIONS AND EXPERIENCE (on the date of application)

1. A Master's degree with at least 55% of the marks or its equivalent grade in a point scale wherever grading system is followed. The Ph.D. degree shall be desirable but not an essential qualification.
2. 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 education administration.
or
3. Comparable experience in a research establishment and/ or other institutions of higher education.
or
4. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

DESIRED QUALIFICATIONS

Ph.D. degree with a good level of familiarity with university administration and management systems, experience/knowledge in financial and/or human resource management as well as resource generation and management.

Minimum and maximum ages of applicants: 45 and 55 years. Age of superannuation: 60 years.

Prescribed application form is available at www.bhattadevuniversity.ac.in. Two copies of the completed application accompanied by self-attested copies of all relevant certificates, mark sheets, proof of age and last pay drawn, etc. and a non-refundable application fee of Rs. 2500/- by Demand Draft drawn in favour of "**Registrar, Bhattadev University**" payable at SBI, Pathsala Branch (IFSC: SBIN0002099) must reach the office of the "Registrar, Bhattadev University, Bajali, Pathsala-781325" by the last date.

Persons in employment should apply through proper channel or furnish No Objection Certificate (NOC) from their employers. Suitable persons on deputation may also be considered. Incomplete applications or applications received after the last date or without the application fee shall not be considered.

The name of the post applied for must be written on the envelope containing the application.

Please note:

- (i) Only short-listed candidates will be called for interview.
- (ii) Candidates will have to appear in the interview at their own cost.
- (iii) Services of the selected candidates will be governed by the Act, Statutes and Regulations of the university and relevant Govt. of Assam and UGC Rules and Regulations.
- (iv) Canvassing in any form will disqualify the candidate.
- (v) Mere fulfillment of qualification will not entitle an applicant to be short-listed for interview.

The University reserves the right to withdraw any advertised post at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.

Last date of receipt of application is **28/02/2023** (04:00 p.m.).

Registrar (i/c)
Bhattadev University

Memo No: Bhatt.U/E&A Sec./ Advt./NTS/OCR/03/2023/2415-A

Date: 07/02/2023

Copies forwarded for information and necessary action to:

1. The Director of Higher Education, Govt. of Assam, Kahilipara, Guwahati-19
2. The Additional Secretary to Government of Assam, Chancellor's Secretariat, Raj Bhavan, Guwahati-1
3. The Finance Officer (i/c), Bhattadev University
4. Heads of the Academic Departments, Bhattadev University
5. Academic Registrar, Bhattadev University
6. The Registrars of all Indian Universities
7. Website, Bhattadev University
8. Guard File
9. The Concerned file



Registrar (i/c)
Bhattadev University