



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

ADVERTISEMENT

No. RTMNU/GA/706

Dated : 20th February, 2019

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

Name of the Post	No. of Post	Category	Pay scale
REGISTRAR	01	Open	Pay Band : Rs.37400-67000/-, Grade Pay : Rs.8900/-

Applicants shall apply in the prescribed Application form of this University which is available on Website of the University www.nagpuruniversity.org alongwith all the required information.

Last date of submission of Application form alongwith self-attested true copies of the relevant enclosures in **NINE SETS** is **25th March, 2019**.

NOTE : The appointment is subject to the final decision of the Hon'ble High Court, Nagpur Bench, in Writ Petitions No.455 of 2016 & 512 of 2018.

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, Rashtrasant Tukadoji Maharaj Nagpur University, Chhatrapati Shivaji Maharaj Administrative Building, Ravindranath Tagore Marg, Near Maharajbag, Civil Lines, Nagpur-440 001 (M.S.), India**" on or before **25th March, 2019**.

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 No. Sankirn 2009/(326/09) vishi-1, dated 7th October, 2009 respectively and as amended and approved by the Government of Maharashtra from time to time.

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

Eligibility Conditions for the Post of **REGISTRAR**

Pay scale : Pay Band : **Rs.37400-67000/-**,
Grade Pay : **Rs.8900/-**
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 subject to the result of both the petitions viz. Writ Petition No.455 of 2016 & 512 of 2018 OR 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.

- 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

AND

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.

OR

Comparable experience in research establishment and/or other Institutions of Higher Education.

OR

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. **Please note that the appointment to the post of REGISTRAR under this advertisement subject to the decision of the High Court in Writ Petitions No.455 of 2016 & 512 of 2018 shall be for a term of five years OR till the appointee attains the age of superannuation, whichever is earlier.**
2. The right to fill or not to fill the post or to modify/alter/cancel the advertisement is reserved by the University.
3. All disputes arising out of this advertisement are subject to the jurisdiction of competent court in Nagpur.
4. Proficiency in Marathi language is essential.
5. **Prescribed Educational Qualifications, Experience & other conditions would be as per the Government Resolutions of Department of Higher & Technical Education, Maharashtra State & as amended/approved by the Government of Maharashtra from time to time. The other Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be made applicable.**
6. Candidates must read all the instructions before filling the application form in a prescribed **“Format of Application”** (to be downloaded by candidate) from the University website www.nagpuruniversity.org 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.

7. "B" in the 7-Point scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent of 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

8. **Self-attested copies of the certificates should be attached in support of information given in the form where necessary** and Serial No. of enclosure attached should 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.
9. The candidate should submit his/her Bio-data along with the application form.
10. **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.**
11. 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.
12. 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.
13. As per the Govt. Resolution No. Aniyao-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.
14. 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.
15. Candidates should also attach self-attested copies of Caste certificate, Caste Validity certificate and Non-creamy layer certificate, wherever applicable.

16. **Prescribed Application form can be downloaded from the University Website www.nagpuruniversity.org** Completed form alongwith self-attested copies of certificates / testimonials in **NINE SETS** should be submitted in legal 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”**.
17. 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.
18. 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**.
19. Canvassing in any form throughout the selection process will be a disqualification.
20. **Applications incomplete in any respect will be liable to be rejected.**
21. Applicants shall not be entitled to any TA/DA towards attending the interview.
22. 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.
23. 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.
24. Selection will be made on the basis of candidate’s previous record and performance during his/her interview. The University may in its discretion also adopt seminar/colloquium and/or any other mode as a method of selection.
25. The University shall not be held responsible for postponement or cancellation of scheduled interview for any unforeseen/unavoidable reasons.
26. **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.**

27. 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.
28. **Application received after the prescribed last date will be rejected and no communication in this regard will be made with the candidate.**
29. No correspondence will be made with applicants who are not short-listed/not called for interview.
30. Applications received by E-mail, Fax or by any other digital mode will not be entertained.
31. University will not be held responsible for the applications misplaced or lost or delayed by the postal department.
32. **Qualifications, Experience, Age & all other eligibility conditions should be fulfilled as on the last date for making the application.**
33. 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, Rashtrasant Tukadoji Maharaj Nagpur University, Chhatrapati Shivaji Maharaj Administrative Building, Ravindranath Tagore Marg, Near Maharajbag, Civil Lines, Nagpur-440 001 (M.S.), India”** on or before **25th March, 2019** up to 5.00 p.m.

REGISTRAR
Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur