

JAWAHARLAL NEHRU UNIVERSITY

NEW DELHI – 110067

Advt. No. 12/RC (NT)/2021

Online applications are invited in the prescribed Application Form from eligible candidates for appointment to the post of Registrar. The post of Registrar carries Scale of Pay Level-14 (Rs.144200-218200) with rationalized Entry Pay of Rs. 1,44,200 as per 7th CPC Pay Matrix.

Essential Qualification & Experience:

- (a) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (b) 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 educational administration,
- OR
- (c) Comparable experience in research establishment and/ or other institutions of higher education,
- OR
- (d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Note: 5% relaxation in percentage of marks at Master's level from 55% to 50% will be extended to SC/ST/PwD categories and to the existing incumbents who are already in the University system as provided under UGC guidelines issued from time to time.

Desirable: Published work on University Administration.

Note: The appointment shall be made for a tenure of 5 years which can be renewed for similar term by the Executive Council of the University. For candidates applying on deputation basis from Govt. or any other organization/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. However, the age of retirement would be 62 years and the post does not carry the facility for re-employment.

Job Description : The Registrar should have wide-ranging experience in all aspects of University management. Registrar will be the head of the Administrative office of the University, besides ex-officio Secretary to the University Court, Executive Council and Academic Council, the Statutory Bodies of the University. Further, Registrar will also perform such of the duties as have been specified in the University Act, Statutes, Ordinances, Rules and Regulations as may be required by the Statutory Bodies, Vice-Chancellor and Rectors.

Age Limit: Preferably below 57 years of age on the closing date of the advertisement.

The eligible and interested persons may apply online through the University website www.jnu.ac.in. **Applications through any other mode, except online, will not be accepted.** The applicants shall upload photograph, signature, copies of essential qualifications, experience, date of birth, caste/PwD certificate, NOC from the present employer etc. **within one month of the publication** of this advertisement in the Employment News.

Any addendum/corrigendum shall be posted only on the University website.

**DEPUTY REGISTRAR (ADMN.)
JNU**

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General conditions:

1. **Age Limit:** Preferably below 57 years of age on the closing date of the advertisement.
2. Persons already in Govt. Service/Autonomous bodies/ Universities/ PSU should apply through proper channel along with vigilance clearance and integrity certificate, failing which their application will not be entertained. Attested copies of ACRs/APARs of last five years be also sent separately.
3. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the interview.
4. The University reserves the right:
 - (a) to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview;

- (b) the selection will be made on the basis of performance in the interview on the recommendation of the Selection Committee;
 - (c) to relax any of the conditions of age/ qualifications/ experience at its discretion; and;
 - (d) not to fill up the advertised position.
5. The candidates belonging to SC/ST/OBC (non creamy layer)/PwD categories are required to submit their respective caste/disability certificate in the format prescribed by the Govt. of India. Candidates belonging to PwD category should meet the prescribed criteria of physical handicapness as applicable in the Govt. of India rules for respective PwDs category. The OBC (non creamy layer) certificate should be submitted in the DoPT/ Central Government prescribed format only. The University reserves the right to verify the certificates, before the interview/ joining etc., and to summarily cancel/terminate the cases, if the certificates are found false.
 6. Knowledge of Computer application is necessary for the post.
 7. Application fee of Rs.1000/- shall be payable online through payment gateway. No applications fee is payable in respect of SC/ST/PwD and women applicants.
 8. Incomplete applications shall liable to be rejected.
 9. Format of application (online) is available in the University website i.e. <http://www.jnu.ac.in>. The format be strictly followed.
 10. Those who are applying for the post should ensure that they fulfil all eligibility criteria as stipulated in the Advertisement. If it is found at any stage that they do not fulfil the stipulated criteria, the candidature will be cancelled.
 11. Canvassing or bringing influence in any form shall disqualify candidature of the applicant without notice.
 12. The upper age limit for the post advertised shall be determined as on closing date of advertisement.
 13. Consequent upon adoption of self-certification provisions as required by the Government of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates duly self-attested. In case the information/documents are found to be false/ incorrect by way of omission or commission, the sole responsibility and liability shall be of the candidate.
 14. Candidate called for interview should report along with all testimonials/certificates in original along with photo ID. They should carry an additional set of copy of these testimonials/certificates for being deposited with the University at the time of interview.
 15. The eligibility of the candidate(s) will be determined on the basis of qualifications/experiences etc. acquired by them up to the last date fixed for receipt of online application.
 16. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/ testimonials.
 17. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the University.
 18. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel any communication made to the candidate.

19. No correspondence or personal enquiries shall be entertained by the University.

The eligible and interested persons may apply online through the University website www.jnu.ac.in. **Applications through any other mode, except online, will not be accepted.** The applicants shall upload photograph, signature, copies of essential qualifications, experience, date of birth, caste/PwD certificate, NOC from the present employer etc. **within one month of the publication** of this advertisement in the Employment News. The last date for the receipt of applications is **15.02.2021 at 05.30 PM.**

Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of application.

Any addendum/corrigendum shall be posted only on the University website.

**Deputy Registrar (Admn.)
Jawaharlal Nehru University
New Delhi-110067**