

## Recruitment Rules for the post of Assistant Registrar

Col No.	Name/Detail of Column	Provision in the Approved Rules
1.	Name of the Post	Assistant Registrar
2.	No. of Post	02
3.	Classification	Group A, Non-Ministerial, Gazetted
4.	Scale of pay	Rs 15,600-39,100/- + Grade Pay Rs. 5,400/- ( Level 10 of 7 <sup>th</sup> CPC)
5.	Whether Selection by merit or selection cum seniority or non-selection post	Selection
6.	Age limits for direct Recruits	Not exceeding 45 Years
7.	Educational and other qualification required for direct recruits	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Good academic record plus Masters degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale(5% relaxation in marks for SC/ST category.)</li> <li>2. At least three years experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institute/ Teaching and/or Research experience along with proven administrative capabilities.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. LL.B or MBA or CA/ICWA or MCA or M.Pharm/Ph.D qualification.</li> <li>2. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.</li> <li>3. He is expected to handle independently one or more functions related to Educational Administration/ Examinations/General Administration/ Purchase/ Establishment/ Accounts &amp; Finance/Project management/HR/Legal.</li> <li>4. All the direct recruits. Should possess working knowledge of computers</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	As per column 6 & 7
9	Period of probation, if any	1 Year for direct recruits and promotes.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled up by various methods	Through open selection failing which by deputation on tenure basis.
11	In case of Recruitment by promotion / deputation only/ absorption grades	Eligibility conditions for deputation: 1. As per column 7 above

	from which promotion / deputation / absorption to be made	<p>Or</p> <p>Section Officer in the pay scale of Rs. 9,300 – 34,800/- Grade Pay 4,800 with at least 8 years regular service in the cadre.</p> <p>Note:</p> <p>Their selection will be based on their performance at interview, service record/ACR, seniority</p>
12.	If a DPC exists , what is its composition	As per the provision contained in the DPSRU Act, 2008, First composition Statutes and the subsequent Statutes
13.	Circumstances in which UPSC to be consulted	Not Applicable