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**Advertisement Date: 19/05/ 2022**

**Post : Registrar**

**- GENERAL INSTRUCTIONS -**

1. Submission of Application

**Online: Last Date: 15/06/2022 till: 5:00 p.m.**

**Physical: Last Date 20/06/2022 till: 5.00 p.m.**

It is Compulsory to submit an Online as well as a physical copy of the application. Hard copy submission through Speed Post/ RPAD only. Submission of the Hard Copy by Courier and In-person will not be considered. The hard copy of the application with all required/necessary documents should be submitted.

To,

The Registrar (I/c.),

Dr. Babasaheb Ambedkar Open University,

“Jyotirmay Parisar”,

Dr. Babasaheb Ambedkar Open University Marg, S. G. Highway, Chharodi,

Ahmedabad – 382481.

Email ID for correspondence: [registrar@baou.edu.in](mailto:registrar@baou.edu.in)

2. This is the Fresh Advertisement. As per a letter from the Education Department, Sachivalaya, Gandhinagar Dated.03-03-2022, all previous attempts to fill the same post are canceled automatically. The candidate needs to apply again if he/she applied previously.
3. The University will not be responsible for postal delays in delivering the application forms to the candidates.
4. (a) application made after the last date, (b) incomplete in any respect, and (c) any fresh paper/document enclosures after the closing date, shall not be considered.
5. The University reserves the right to withdraw the advertised post at any time without giving any reason/s.
6. The University reserves the right to revise/ reschedule/ cancel/ suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.

7. Any corrigendum/ changes/updates/corrections shall be available only on University Website: [www.baou.edu.in](http://www.baou.edu.in)
8. The applicant must ensure that he/she fulfills all the eligibility conditions for the post.
9. The application should be filled in the candidate's handwriting. All columns mentioned in the application form are mandatory to fill.
10. The candidate must possess all the required educational qualifications on the last date fixed for receipt of the online application in the advertisement by the University i.e. Dt.20/06/2022 by 5.00 p.m.
11. In the application form any column found insufficient. Then fill particulars should be given on a separate sheet of paper which should be attached with the application, entering at the appropriate place a reference to the sheet attached. The separate sheet should be signed by the candidate.
12. The prescribed qualifications and experience will be minimum and the fact that a candidate possessing the same will not entitle him/her for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number based on qualifications and experience higher than the minimum prescribed or a Screening Committee shall shortlist the most suitable candidates to be called for the interview.
13. Only matriculation/ SSC Certificate/ Passing Certificate issued by the concerned education board will be considered as a proof of date of birth. No other document will be accepted for verification of date of birth.
14. A candidate who knowingly or willfully furnishes incorrect or false particulars or suppresses material information, will be disqualified and if appointed will be liable to be dismissed from service, without any notice.
15. Canvassing in any form on behalf of or by any candidate will be a disqualification him/ her from being considered.
16. No interim correspondence shall be entertained.
17. The fee towards processing the application paid by the applicant is non-refundable and no correspondence in this respect will be entertained.
18. The University reserves the right to short-list the candidates on the merit-based/aptitude test/written test criteria or any other method to invite the interview candidates. The decision of University about the process of selection shall be final and binding for the all candidates.
19. University shall reserve the right to adopt and practice the appropriate method of evaluating the candidate during the Interview and it shall be binding upon the candidate.
20. No TA/DA will be paid for attending document verification/ interaction/ interview.
21. The University reserves the right to fill or not to fill the post and also to make any amendments.

22. Candidates already in employment in University, Educational Institutions, Government Establishments and Organizations shall have to send their applications through their present competent employer on or before the prescribed date. However, due to any unavoidable circumstances if the application through proper channel is likely to be delayed than an advance copy must reach the university Office on or before the due date. Persons employed after making application in response to this advertisement must bring a 'No Objection Certificate' at the time of interview from their employers with an unambiguous certificate that (i) no vigilance case is pending/ being contemplated against him/her (ii) the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected. The Up-to-date CR Dossiers, Integrity Certificate. List of Major / Minor penalties, if any imposed during the last 05 years may be asked to submit anytime.
23. A salary certificate from the employer showing pay, D.A. and other allowances being paid by their institution/Office/Firm should be enclosed with the application form and also be produced at the time of Interview.
24. Candidates should send self-attested copies of Certificate and mark-sheets from matriculation onward in support of their qualifications. In the absence of the copies application shall be considered as incomplete and such applicant may not be invited for interview. Originals should not be sent along with the application but these must be produced at the time of interview.
25. All the certificates of the essential degree qualifications shall have to be from the institutions duly recognized.
26. Fake/ Derecognized Institution: Candidates, who have obtained degrees or diplomas or certificate for various courses from any Institution declared fake/ derecognized by the University Grant Commission, New Delhi shall not be eligible for being considered for recruitment to the post advertised.
27. While filling educational qualification details in the application form the candidate must state the percentage of marks division/grade and the subject taken at various examinations where specialization of the subject must be mentioned.
28. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his services shall be terminated.
29. The candidates have to pay prescribed processing fee only by the online. The other mode of payment i.e. Cheque, Demand Draft, P.O. will not be accepted in any circumstances. The processing fee (application form fee) is Rs.1500/- for General category and Rs.750/-for all other category (SC/ST/PH/EWS) candidate through online mode.
30. The application form is available on University website [www.baou.edu.in](http://www.baou.edu.in). The candidate must

fill up the same application form. It is compulsory to submit application both the Online and Physical Copy. In the absence of any one the application form shall be considered incomplete and shall not be processed.

31. The envelope must be super scribed as application for the post of “REGISTRAR”. Name of the post applied for should also be indicated on the envelope. Application may be rejected, if not super scribed.
32. The University authority reserves the right of extends the closing date for receipt of application and also reserves the right to postpone/ cancel the recruitment exercise.
33. If any dispute arises, the decision of the University shall be final. If there is any ambiguity and/or the matter requires any interpretation, the interpretation of the University shall be final.
34. No person shall be recruited unless he/ she is in good mental and bodily health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Before the candidates recruited directly are finally approved for appointment to the University, he/ she shall be required to produce a medical certificate of physical fitness certificate from whom the appointing authority specifies.
35. The decision of the University/ Scrutiny Committee/ Selection Committee in all matter relating to eligibility, acceptance of rejection of application/s, mode of selection and conduct of examination / interview/ presentation will be as per University Act/ Ordinance/ GOG rules. It will be final and binding on the candidate/s and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
36. Selection will be made based on Candidates’ overall record, performance during interview, sound post relevant experience in both academic and administrative level, legal background and relevant provision laid down by Act of University.
37. The Age limit for apply for the post is preferably below 57 years on closing date of the advertisement.
38. Age of superannuation for the position shall be as per Government of Gujarat norms.
39. Call letters and other correspondence for attending document verification/ interaction/ interview etc., will be sent to the eligible candidates by email only and will be displayed on the university website. The University will not be responsible for any loss of email, loss of any communication due to wrong / insufficient address provided by the candidates.
40. The service tenure of the post up to five (5) years as per GOG Circular Dt.22-11-2018. The appointment letter will issue after state government approval for all procedure of selection made by University and approval of the selected candidate. The candidates selected shall be appointed under a written appointment letter as per University/ GOG/ UGC norms.
41. The appointing authority for the post of Registrar will be as per University Act, Rules, Regulations of the University and Government of Gujarat.

42. The pay scales and other salary benefits shall be applied as per approval by the Government of Gujarat.
43. In case of Gujarat State service for pay fixation and other monetary benefits shall be considered as per the rules and approval of the Government of Gujarat.
44. The appointed candidate shall be governed by the Pension Scheme introduced and approved by the government of Gujarat.
45. The selected candidate will be required to perform duties as per the rules of University as amended from time to time. He/ She may also abide by services conduct rules applied by the Government of Gujarat and amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
46. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of the appointment letter, the University reserves the rights to modify/ withdraw/ cancel any communication made to the candidates.
47. Errors and omissions in the notification and selection process are subject to correction as per the rules and regulations of University/ UGC/ Government of Gujarat.
48. Candidates in their interest are advised to check regularly the University Website: [www.baou.edu.in](http://www.baou.edu.in) and should also regularly check their email account and spam folder for latest updates. Telephonic inquiry will not be entertained for same.
49. All candidates are requested to refer required Essential Educational Qualifications, Experience, Pay Scale and other eligibility criteria for the same post.
50. In case of any disputes, any suit or legal proceeding by or against the University. Courts within whose local jurisdiction, headquarter of the University is situated shall have the jurisdiction.

Registrar (I/c)  
Dr. Babasaheb Ambedkar Open University  
Ahmedabad