

**SANT GADGE BABA**  **AMRAVATI UNIVERSITY**

**EMPLOYMENT NOTICE**

No.SGBAU/1/103/1-149/2024

Date : 21/2 / 2024

Applications are invited for the post of **Registrar and Director, Knowledge Resource Center of the University**, on or before 27th March, 2024(upto 5.00 P.M.)

Particulars of qualifications, pay-matrix, experience and other terms & conditions are available on the university website [www.sgbau.ac.in](http://www.sgbau.ac.in) in Advertisement section.

Registrar  
Sant Gadge Baba Amravati University

**SANT GADGE BABA AMRAVATI UNIVERSITY**

**Particulars of qualifications, experience, other terms & conditions with regard to the post of REGISTRAR advertised vide Employment Notice No. SGBAU/1/103/1-149/2024, dt.21.2.2024.**

ADVT. NO	Name of Post & Pay Matrix	Minimum qualifications/experience
1	2	3
1/2024	<b>REGISTRAR</b> S-29 (Rs.131100 - 216600)	<p>i) A Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. The condition of 55% of marks at Master's level is relaxable in case of applicants who are already in the University system. A relaxation of 5% from 55% to 50% of the marks at the Master's level is permissible for SC/ST candidates. A relaxation of 5% from 55% to 50% of the marks is permissible to the Ph.D. Degree holders who have passed their Master's Degree prior to 19th September 1991.</p> <p>ii) 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.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and/ or other Institutions of Higher Education.</p> <p align="center"><b>OR</b></p> <p>15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>iii) (a) In addition to the above qualification, the candidate shall possess the following qualification in Computer Operation within two years from the date of appointment, if does not posses. "A Certificate in Computer operation prescribed by the Director of Information Technology, Govt. of Maharashtra.</p> <p align="center"><i>OR</i></p> <p>Certificate of D.O.E.A.C.Societies "C.C.C." or "O" level or "A" level or "B" level or "C" level or MS-CIT or GECT Certificate of Maharashtra State, Higher &amp; Technical Education Board". However, the qualification at (iii)(a) shall be exempted to the departmental candidates of Sant Gadge Baba Amravati University, who have passed the prescribed Computer Skill Test of the respective level, conducted by the University.</p> <p>(b) Those who have passed the following examinations shall be treated as having passed the above prescribed computer qualification:</p> <p>i) Degree and diploma in Computer Technology / Computer Engineering / Information Technology and; P.G. / Advance Diploma in Computer Application, ADCSSAA awarded by the Board of Technical Education, Maharashtra State.</p> <p>ii) Degree / Diploma awarded by all the Govt. recognized universities in Computer Technology/Computer Engineering/Information Technology and P.G./Advanced Diploma in Computer Application, Computer Application System and Analysis.</p> <p>(c) The candidates from the University or from the service of Govt. of Maharashtra, who have crossed the age of 50 years, shall be exempted from submitting the certificate of computer qualification.</p> <p>iv) Ph.D. shall be a desirable qualification.</p> <p>v) Proficiency in Marathi language.</p> <p>Preference will be given to the Deputy Registrars or its equivalent administrative officers of the University fulfilling the qualifications and experience mentioned under i) to v) above.</p>

**AGE :**

Unless already in the service of Universities or affiliated colleges, not less than 45 years of age.

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### Terms & Conditions

- (1) Prescribed application form for the post of Registrar can be obtained on payment of Rs.2000/- (Rs.1000/- in case of B.C.candidates) (Non refundable) by cash/ Demand Draft in favour of President, Sant Gadge Baba Amravati University Employees' Credit Co-op. Society Ltd., Amravati from the Counter of the Society, Near Main Administrative Building at the University Campus, Amravati during office hours.

Downloaded application form may be submitted along with necessary enclosures to the undersigned with Demand Draft of Rs.2000/- (Rs.1000/- in case of B.C.candidates) (Non refundable) in favour of Finance & Accounts Officer, Sant Gadge Baba Amravati University, Amravati within due date.

The last date of issue as well as submission of the application form duly filled in along with necessary enclosures to the undersigned is **on or before 27.3.2024**. Postal delay shall not be entertained.

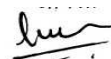
Qualifications and age shall be considered as on the last date of submission of application.

- (2) The appointment to the post of Registrar shall be for a term of five years or till he attains the age of superannuation whichever is earlier as per the provision of the Maharashtra Public University Act, 2016.
- (3) Grade 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.

#### Seven Point Scale

GRADE	GRADE POINT PERCENT	AGE 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	0.0-0.49	0-24

- (4) Incumbents shall be entitled to pensionary benefits as per rules prescribed by the Govt.of Maharashtra from time to time.
- (5) Post carries usual allowances and benefits as admissible under University/Government rules in force from time to time.
- (6) Those who are in service should apply through proper channel.
- (7) Prescribed application form along with true copies of testimonials, certificates, degrees, diplomas and complete list of published research papers to his/her credit if any, in ELEVEN sets should reach the University Office **within due date**. Original documents will have to be produced at the time of interview.
- (8) The candidate shall have to submit along with the application form, a declaration in FORM 'A' as per the rules prescribed by the Govt. of Maharashtra in respect of small family vide Notification No.SRV.2000/CR (17/2000) XII, dt.28.3.2005.
- (9) Attested copies of papers and documents or reprints submitted with application will not be returned.
- (10) Original ONE copy of application form should be filled in by the candidate in his/ her own handwriting or neatly typewritten on computer. Remaining TEN sets of photocopies of the application alongwith documents will be considered.
- (11) Every such application which is not in prescribed form, late or incomplete will be rejected and no intimation in this regard will be sent to the candidate.
- (12) The details of Teaching/Administrative experience in relevant stage alongwith date, post, pay scale, etc., with supporting documents as per prescribed qualification should be mentioned in the application form. Separate sheet may be attached, if required for the purpose.
- (13) No correspondence will be entertained in respect of advertisement, interview, selection & appointment etc.
- (14) No TA/DA will be paid either for attending the interview or for joining the post.
- (15) A candidate furnishing incorrect or false information shall stand disqualified.
- (16) The right is reserved with the University either to fill or not to fill the post or to modify/alter/cancel the advertisement.
- (17) Canvassing in any form will be a disqualification.
- (18) Applicants are advised to check their emails for future communication in this regard.



Registrar,  
Sant Gadge Baba Amravati University.

Application fee of Rs. 2000/- for General  
and Rs.1000/- for Reserved Category

Sr. No.

## SANT GADGE BABA AMRAVATI UNIVERSITY

### APPLICATION FORM FOR THE POST OF REGISTRAR

Employment Notice No. SGBAU/1/103/1-149/2024, dt.21.02.2024

Last Date of receipt of application - **Dt. 27.03.2024.**

Paste  
PASSPORT  
PHOTO  
(Do not staple)

**(Read carefully the complete advertisement, particulars, instructions and application form before filling it)**

1) Name in Full: \_\_\_\_\_  
(Surname first) (in Capital Letters)

2) Address for correspondence: \_\_\_\_\_

Phone No.: (Residence): \_\_\_\_\_ (Office) \_\_\_\_\_ (Mob.) \_\_\_\_\_

FAX No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

3) Permanent Address: \_\_\_\_\_

4) Nationality: \_\_\_\_\_ State of Domicile \_\_\_\_\_

5) (a) Date of Birth : \_\_\_\_\_

(b) Present Age: Years: \_\_\_\_\_ Months: \_\_\_\_\_ Days: \_\_\_\_\_  
(Attach true copy of S.S.C. Board Certificate OR School Leaving Certificate)

6) Whether member of SC/ST/DT/VJ/NT/SBC/OBC YES / NO

If yes, specify – CATEGORY: \_\_\_\_\_ CASTE: \_\_\_\_\_

(Attach true copy of the Caste Certificate & certificate of validity from the competent authority so designated by the Govt .of Maharashtra)

7) Educational Qualifications (Please attach Mark Sheets in chronological order)

Exams/ Degrees	Name of Examination	University/ Board	Division	Attempts	Year of Passing	% of marks obtained	Major subjects offered (specialization, if any)	Merit/ Prizes/ Medals conferred
Ph.D. (Relevant)								
M.Phil. (Relevant)								
P.G. (Relevant)								
U.G.								
H.S.S.C.								
S.S.C.								
Others								



(To be furnished by the candidate who is already in service)

**NO OBJECTION CERTIFICATE**

Certified that Dr./Shri./Smt./Ku. \_\_\_\_\_ is working as  
 \_\_\_\_\_ in the subject \_\_\_\_\_ in the Deptt. of \_\_\_\_\_  
 w.e.f. \_\_\_\_\_ in the pay matrix of Rs. \_\_\_\_\_ drawing  
 the basic pay of Rs. \_\_\_\_\_. This Office has no objection if he/she is selected for the post of  
 Registrar in the Sant Gadge Baba Amravati University and will be relieved within the stipulated period.

Place:

Date:

\_\_\_\_\_  
 Signature of employer/Competent Authority  
 with designation & Seal

**DECLARATION**

**FORM – A**

**(See Rule 4 of the Maharashtra Civil Services (Declaration of Small Family) Rules, 2005)**

I, Shri / Smt. / Kum. \_\_\_\_\_  
 son / daughter /wife of Shri \_\_\_\_\_, aged \_\_\_\_\_ years  
 resident of \_\_\_\_\_ do hereby declare as follows :-

1. That I have filled my application for the post of \_\_\_\_\_
2. I have \_\_\_\_\_ (Number) living children as on today. Out of which No. of children born after Dt.28.3.2005 is \_\_\_\_\_ (mention dates of birth, if any).
3. I am aware that, if any total number of living children is more than two due to the children born after dt.28.3.2005, I am liable to be disqualified for the same post.

Signature of Applicant

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