



NAAC Accredited-2015
'B' Grade (CGPA 2.62)

SOLAPUR UNIVERSITY, SOLAPUR

(Under Maharashtra Public Universities Act, 2016)

Phone No.0217-2744770 Email-registrar@sus.ac.in

Solapur University, Solapur invites applications in the prescribed format from the eligible candidates for the following posts.

Advt. No. : SUS/Estt/2018 /10

Sr. No.	Name of the Post	No. of Post	Category
01	REGISTRAR	ONE	UNRESERVED

Advt. No. : SUS/Estt/2018 /11

Sr. No.	Name of the Post	No. of Post	Category
01	DIRECTOR, Innovation, Incubation and Linkages	ONE	UNRESERVED

Duly completed, application form, along with all enclosures, shall be sent to the Ag. Registrar, Solapur University, Solapur – 413255 so as to reach on or before 03/12/2018.

Further details can be downloaded from the University website <http://su.digitaluniversity.ac> link of Employment Opportunities. The same is hosted on Govt. of Maharashtra website www.maharashtra.gov.in

Date : 31/10/2018

Sd/-
(Prof. Dr. V. B. Ghute)
Ag. Registrar



SOLAPUR UNIVERSITY, SOLAPUR

APPOINTMENT OF REGISTRAR

Applications are invited in the prescribed form for the post of **Registrar** of the Solapur University, Solapur. The post of Registrar is an isolated post.

Qualification and Experience:

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale.
2. At least 15 years of experience as Lecturer (Senior scale) / Lecturer with 8 years experience in Reader's/Associate Professor's Grade along with experience in educational administration, commensurate with the revised pay scale & designation of the U.G.C.

OR

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

OR

15 years Administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Relaxation in Qualification:

- i) The minimum requirement of 55% of marks at the Master's degree level is relaxable for the existing incumbents who are already in the University System.
- ii) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the S.C. / S.T. category candidates.
- iii) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. Degree holders who have passed Master's Degree prior to 19th September, 1991.

The candidate should have proficiency in Marathi, Hindi and English languages.

Desirable Qualification:

1. Familiarity with procedures of modern management techniques and clear vision in projection as well as preparing 5 years plan and budget and to be able to articulate policy matters and adequate experience in minuting meetings, capable of handling meetings, drafting of resolution, agenda related with the administration/educational/research matters independently and skill to implement same into action.
2. Proficient in e-governance, e-procurement, office automation, RTI matters and General Financial Rules.
3. Efficiency in managing of an institution independently.
4. Proven ability in Administration, preferably in a large educational or research institution.
5. Ph.D. Degree.
6. Excellent proficiency in English and communication skills.

Age: Candidate shall not be less than 45 years of age unless already in the service of the Universities or affiliated Colleges.

Tenure:

Appointment of the Registrar shall be for a term of five years or till he attains the age of superannuation whichever is earlier and he 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 in the university in which he is serving.

Pay Band:

Pay Band Rs.37400-67000, Grade pay Rs.8,900/- and allowances as per Government Rules.

Retirement Age:

A person appointed as the Registrar from teaching cadre shall retire at the age of 60 years and a person from non-teaching cadre shall retire at the age of 58 years.

The post carries the post retirement benefits as per the Government Rules.

General Instruction, Terms & condition:

1. The prescribed application form may be downloaded from the University website <http://su.digitaluniversity.ac> link of Employment Opportunities. The same is hosted on Government of Maharashtra website www.maharashtra.gov.in
2. Application in the prescribed form (Ten copies) together with attested copies of certificate/s should be sent in an envelope superscripted **“Application for the post of Registrar”**, to the Ag. Registrar, Solapur University, Kegaon, Solapur-413 255 **so as to reach the same on or before 5:30 p.m. on 03/12/2018.**
3. Application form should be accompanied with attested copies of the following documents:
 - i) Degree / Diploma certificates, Statement of Marks and other certificates of the educational qualifications.
 - ii) Approval letters in case of teachers of affiliated colleges / recognized institutions.
 - iii) Appointment orders in case of University Teachers.
 - iv) Certificate/s of teaching/administrative experience and / or postdoctoral research.
 - v) Birth Certificate / SSC certificate or other Government document as proof of date of birth.
 - vi) In case of change in name of the candidate, a copy of Government Gazette.
 - vii) Demand Draft (of Rs.500 /-for open candidates and of Rs.250/-for reserved category candidate) of nationalized bank drawn in favour of the “F. & A. O., Solapur University, Solapur” payable at Solapur.
4. As per the Notification No.SRV.2000/CR (17/2000) XII dated 28th March, 2005 issued by General Administration Department, Mantralaya, Mumbai, candidates shall submit the declaration of the small family in the prescribed proforma attached with Application form as Declaration Form “A”

5. Qualifications, relevant experience and age shall be considered as on last date of submission of application.
6. Candidates furnishing incorrect or false information shall stand disqualified at any stage.
7. Candidates are requested not to attach any original document with the application.
8. Appointment of Contract, Daily wages, Temporary, Ad-hoc basis will not be counted as experience.
9. Teaching experience as an approved full-time teacher will only be considered.
10. Applicants shall not be entitled for any TA/DA towards attending the interview.
11. Application received after the prescribed last date will be rejected and no communication in this regard will be made with the candidate.
12. University will not be responsible for the applications misplaced or lost or delayed by the Postal department.
13. No correspondence will be made with applicants who are not short-listed / not called for interview.
14. The University reserves the right to fill or not to fill the post or to modify/ alter/ cancel the advertisement.
15. A Candidate already employed, shall submit his/her application through proper channel. However, an advanced copy of application may be sent followed by the original application through proper channel.
16. All updates, corrigendum (if any), instructions regarding this recruitment advertisement from time to time shall be updated on Solapur University website only. Hence, applicants are advised to visit University website regularly for further updates/details.
17. Applications received after the last date of receipt of application, incomplete applications or without relevant supporting enclosures (attested copies of degree certificates / mark sheets / experience certificate etc.), applications without DD and applications not submitted through proper channel will not be considered. No intimation in this regard will be given to the candidates.
18. Canvassing directly or indirectly will be a disqualification.
19. Experience in regular scale will only be considered towards total experience of the candidate.
20. Queries or correspondence in respect of eligibility criteria, issuance of call letters for interview or selection of candidate will not be entertained at any stage.
21. Candidates shall have to produce original documents at the time of appearing for Interview.
22. On verification, if it is found that the information received from an applicant is faulty and or is based on faulty certificates he / she will be liable for legal action and the selection of such candidate will be immediately cancelled.
23. The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be applicable to this advertisement.
24. All disputes arising out of this advertisement are subject to SOLAPUR Jurisdiction.

Advt. No. : SUS/Estt/2018/10
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Sd/-
Ag. Registrar