

## APPOINTMENT FOR THE POST OF REGISTRAR

Application are invited in the prescribed form for the post of REGISTRAR of the Yashwantrao Chavan Maharashtra Open University, Nashik

### Qualification and Experience for REGISTRAR

#### Essential Qualification

1. A Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading systems is followed. (Relaxation of 5% Marks as per UGC Rule)
2. 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**

Comparable experience in research establishment and / or other institutions of higher education, **OR** 15 years Administrative Experience of which 8 years as Deputy Registrar or an equivalent post.

**Age Limit:** Not less than 45 years.

#### Tenure

- \* Appointment of the above post 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 as per statute.
- \* The post carries the retirement benefit as per the Government / University rules.

#### Pay Scales for post of Registrar

As per 7th Pay Commission : Pay Matrix- 131100-216600 (S-29)  
(Pay scales applicable as per government rules)

Plus allowances as per the Government rules as applicable from time to time

**The last date of application form is 21.06.2022**

## GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. a) Candidates must read all the instructions before filling the application form in a prescribed format of offline application form. (to be downloaded by candidate) which is available on University website\_ <http://ycmou.digitaluniversity.ac> or <https://ycmou.ac.in>  
  
b) Candidate must ensure that no column is wrongly filled in application form as the information furnish there in would be used for deciding the eligibility and suitability of the candidate for being called for the interview. Applications not filled in correctly, incomplete or as per the instructions are liable to be rejected and the responsibility of such rejection would be on the candidate himself / herself.
2. The posts of REGISTRAR is statutory posts.
3. Knowledge of Marathi language is essential.
4. Candidate should apply in the prescribed application form that could be downloaded from the university website.
5. Application made on plain paper shall not be entertained under any circumstances, whatsoever, Also application received by E-mail and Fax shall not be entertained. Application made through only prescribed format.
7. Self attested copies of the certificates should be attached in the support of information given in the form where ever necessary and serial number of enclosures attached should be indicated in the respective column given in the form. Any information contained in the attached certificate shall not be consider, unless claim in the application form.
8. Do not attach any original document with the application.
9. In case of change in name of the candidate, a copy of Government Gazette or any other appropriate certificate should be submitted.
10. Qualification / Experience and all other eligibility conditions should be fulfilled as on the last date of application.
11. Appointment on contract / daily wages/ temporary / ad-hoc basis will not be counted as experience.
12. Teaching experience as an approved full time teacher will only be considered. Approval letter/s in case of teachers appointed in affiliated colleges/ recognized

institutions or appointment orders and experience certificate in case of Government/ University teachers shall be submitted.

13. Applications not filled correctly or as per the instructions are liable to be rejected.
14. Applicant must write name of the post, his/her name and full address on the back of the demand draft without fail.
15. Paste (do not staple/pin) a latest passport size colour photograph in space provided on the right top portion of the application duly attested by the applicant.
16. Please obtain the endorsement of your employer on the page enclosed in the application form (in case the applicant is in service) .
17. A cross demand draft (Nationalised bank) of Rs. 500/- for Open Category or Rs. 250/- for Reserve Category drawn in favour of ***Finance Officer, Yashwantrao Chavan Maharashtra Open University, Nashik.*** should be sent along with the application form towards Registration Fee (Non-refundable). The demand draft must be pinned / tagged at the top of the application.
18. Canvassing in any form throughout the selection process will be a disqualification.
19. The right to fill or not to fill the posts or to modify / alter / cancel the advertisement is reserve by the University.
20. All disputes arising out of this advertisement are subjected to Nashik Jurisdiction.
21. Applicants shall not be entitled for TA/DA towards attending the interview.
22. The university may postpone / cancel / scheduled interviews or conduct online interviews if situation demands.
23. Application form of in-service candidate must be signed and forwarded by his/her present employer. However in the case of an "anticipated delay" an applicant may submit the advance copy of his/her application along with the original demand draft in the event of application duly forwarded by employer not reaching the Registrar within the stipulated time, the applicant concern shall be required to furnish a " No Objection Certificate" from his / her employer, at time of the interview, in the absence of which he / she not be entitled to appear for the interview.
24. Applicants are advised to submit the application to the university well in advance, without waiting till the last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
- 25 Application received after the prescribed last date will be rejected and no communication in this regard will be made by the candidate.

- 26 No correspondence will be made with applicants who are not short-listed/not called for interview.
27. a) All relevant clear and legible self attested photocopies of certificates with proof of all information (date of birth, qualifications, experience, publications, etc) shall be attached with original form.
- b) Enclosure Sr. No. (as mentioned/filled in the application) shall be written at the right top corner or each copy of the certificate/document enclosed with the application.
- c) the application shall be submitted on or before the last date.
28. The University reserves all rights to decide criteria/procedure for short listing of eligible candidates.
29. All updates, corrigendum (if any), instructions regarding this recruitment advertisement from time to time shall be updated on University website only, applicants are advised to visit University website regularly for further updates/details.
30. The candidate shall quote his/her email address correctly. All communications shall be done by email.
31. The prescribed application form, complete in all respect, shall be submitted in a cloth lined envelope, "Application for the post of .." shall be written on the top side of envelope. and shall be sent to the The Registrar, Yashwantrao Chavan Maharashtra Open University, Dnyangangotri, Goverdhan, Near Gangapur Deam, Nashik - 422 222 on or before the last date.

**REGISTRAR**