SHIVAJI UNIVERSITY
KOLHAPUR – 416 004.

ADVT. NO. EST 04/2022

Applications are invited in the prescribed form available online on Shivaji University website **www.unishivaji.ac.in** under the tab **"Recruitments".** For the following Administrative post to be filled in Shivaji University as per the provisions under Section 14 of M.P.U. Act, 2016. (Tenure of the post is for a period of 5 years or till the age of superannuation, whichever is earlier and it is covered under salary grants scheme of Govt. of Maharashtra)

- Interested candidates may apply online on or before **18/08/2022**
- Last date for submission of application form (print out of filled in online) is **29/08/2022 upto 6:00 p.m.** in the University office.

Sr. No.	Name of Post, Pay Band and AGP / Grade Pay	Category	Vacant post	Qualification and Experience
1	**REGISTRAR (कुलसचिव)**	**Open**	**1**	1) A Masters degree with at least 55 % marks or its equivalent grade of B in the UGC seven point scale. (5% relaxation in Masters Degree for SC/ST & Departmental candidates). A relaxation of 5% from 55% to 50% of marks is permissible to the Ph.D. Degree holders, who have passed their Masters Degree prior to 19th September, 1991. 2) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with eight years of service in the AGP of Rs.8000/- 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 of administrative experience of which 8 years as Deputy Registrar or an equivalent post.** 3) Knowledge of Marathi is essential.

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INSTRUCTIONS, TERMS AND CONDITIONS:-

1. Proficiency in Marathi and English languages is essential.
2. **Level S-29 (**Rs.37400-67000 GP 8900) **:- Rs.1,31,100 – 2,16,600/-**
3. **Age limit for post -** Candidate shall not be less than 45 years of age unless already in the service of the Universities or affiliated colleges.
4. **Tenure and Age of Retirement –** This is tenure appointment for a period of five years and the person shall not be eligible for re-appointment in this University. During this tenure, in case of retirement, the age of retirement shall be 58 years for a person from the non-teaching cadre and 60 years for a person from the teaching cadre. This post carries retirement benefits according to the Govt. and University rules.
5. As per the General Administration Department, Mantralaya, Mumbai 400 032 Notification No. SRV 2000/CR(17/2000)/XII, dated 28th March, 2005 in respect of 'Small Family', A person who desires to apply for any post in Group A, B, C and D in any Government Service shall submit, along with the application, a declaration form in prescribed form available along with the application form.
6. Applicants already in the employment either in temporary capacity or in permanent capacity in the University / Affiliated colleges, outside the University in government agencies should submit their applications through proper channel on or before last date prescribed for this purpose.
7. Applications with incomplete information or / and erased/ wrong information, in respect of educational qualifications, experience, age etc., if the certificates attached with application form are not attested and / or application without receipt of prescribed fee will not be considered. No correspondence in this respect will be made from this office
8. Applicants who are not eligible will not be informed individually.
9. Applicants should attend Examination/ test/ interview at his/ her own expenses.
10. The selection process shall be undertaken through rigorous scrutiny at every level / every stage of verification. If it is found that the information received from an applicant is false and/ or is based on false certificates, will be liable for legal action, then such candidate will be immediately barred from further process.
11. Canvassing directly or indirectly is strictly prohibited and liable for disqualification.

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12. All updates, corrigendum (if any), instructions regarding this recruitment from time to time shall be updated on Shivaji University website only. Hence, the applicants are advised to visit university website regularly for further updates / details, if any. In case of any query regarding said recruitment, please contact on the E-mail: est@unishivaji.ac.in
13. University reserves the right to fill or not to fill the post advertised.
14. The prescribed link for **Online Application** is available on university website www.unishivaji.ac.in under the tab **"Recruitment",** which have to be filled online. The printout of successfully submitted online form on A4 size paper (in one copy) along with all necessary attested documents and the receipt of online payment of fees of Rs.500/- should be submitted together to the university office. Application form other than online form and forms without Receipt of Online Payment will not be considered for further process of recruitment.
15. Printout of this online application form submitted with attested copies of certificates & receipt of fees should be submitted to university office on or before **dated 29/08/2022 up to 6:00 p.m.** in an envelope superscripted.

    "Application for the post of Registrar", so as to reach the same to following address

    The Registrar
    Shivaji University, Vidyanagar,
    Kolhapur – 416 004. (Maharashtra State)
16. Applications received after the last date will not be considered. The University will not be responsible for postal delay, if any.
17. Educational qualification and upper & lower age limit shall be considered as on closing date for the submission of online application form.
18. No retirement benefits will be available to the candidate selected for this post. This rule shall not be applicable to the candidate who is already working on the post covered under "Defined Contribution Pension Scheme" or National Pension Scheme or the existing old pension scheme of the government [i.e. Maharashtra Civil Services (Pension) Rules, 1982 and Maharashtra Civil Services Commutation of Pension, Rules 1984 and General Provident Fund Scheme (GPF)]

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19. Candidate should possess a “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 & Technical Education Board” OR a Certificate in Computer Operation prescribed by the Govt. of Maharashtra from time to time. Those who are not possessing the said Certificate, they will have to produce the Certificate within two years from the date of their appointment on this post. However relaxation in the computer literacy will be considered as per Govt. Resolution No. सेप्रनि-२००२/प्र.क्र.१४/०२/१२, दि.०२ सप्टेंबर, २००३
20. The University reserves all rights to decide criteria / procedure for short listing of eligible candidates.
21. Disputes related to this advertisement are subject to Kolhapur Jurisdiction.
22. The call letters will be issued to the candidates as per University rules.
23. Mere possession of minimum qualifications does not confer any right to be called for interview and / or for the final selection.

Sd/-
Dr.V. N. Shinde
Ag.REGISTRAR
SHIVAJI UNIVERSITY, KOLHAPUR.

Place: Kolhapur.
Date: 20/07/2022