

Job Description – Registrar

Academic Level: Level 14

Essential Qualification

Master's Degree with at least 55% marks or equivalent grade in a point scale.

Experience

- At least 15 years of experience as Assistant Professor in Academic Level 11 and above;
OR
- 8 years of service in Academic Level 12 and above including as Associate Professor with 3 years experience in educational administration; OR
- Comparable experience in research establishments / higher education institutions; OR
- 15 years administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.

Age Limit & Tenure

Not exceeding 55 years. Tenure post for 5 years on Deputation (including Short Term Contract), extendable by 2 years or till attaining 62 years, whichever is earlier.

Pay Scale

6th CPC: PB-4 ₹37,400–67,000 + Grade Pay ₹10,000

7th CPC: Pay Matrix Level 14