



UNIVERSITY OF ALLAHABAD
ALLAHABAD – 211002 (U.P.)
(A Central University established by an Act of Parliament)

ADVERTISEMENT NO. ADV./AU/REG./01/2016

Last Date of Submission of Application is 31st July, 2016, upto 04:00 P.M.

Applications are invited from the Indian Citizens for the post:-

Sl. No.	Name of Post	No. of Post	Scale of Pay (Rs.)
1.	Registrar (UR)	01	Pay Band of 37,400-67,00 with Grade Pay of 10,000/-

Regarding the Application Form, Minimum Qualifications & Other details, visit our Website: www.allduniv.ac.in. The duly filled application form, complete in all respect, must reach the office of the **Registrar, University of Allahabad, Allahabad-211002 (U.P.)** on or before **31st July, 2016 upto 04:00 P.M.** by **Speed Post/Registered Post or by hand.**

A. Essential Qualification for the post of Registrar:

Appointments to the post of Registrar shall be by selection and tenure shall be for period of 05 (five) years. The following categories of persons shall be eligible to be considered for appointment:

- (1) Persons, who have knowledge or experience of academic or educational or institutional administration and are working in Universities or other institutions of Higher or Technical education or research establishments:
 - (i) As Professor (or equivalent); **or**
 - (ii) As teacher or academic or research staff, with a service of at least fifteen year including eight years in the rank/grade of Reader (or equivalent); **or**
 - (iii) As administrative officer/functionary, and hold a Master's Degree with at least 55% marks (or its equivalent grade in the Seven-point scale of the University Grants Commission) and with service of at least fifteen year, including eight years as Deputy Registrar or equivalent

- (2) Persons working in Government or a Public Sector Undertaking and possessing appropriate administrative/managerial experience with a service of at least 10 years in posts of Group 'A' level or with an overall service of at least fifteen years including eight years in Posts of Group 'A' level;

(3) A Master Degree with at least 55% of the marks or its equivalent Grade of 'B' in the UGC seven point scale.

(i) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with eight years' of service in AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.

Or

(ii) Comparable experience in research establishment and/or other institution of higher education;

Or

(iii) As administrative officer/ functionary having 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Age of superannuation: 62 years

General Instructions

- (i) The University reserves the right to withdraw advertised post at any time without giving any reason.
- (ii) Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee shall short-list the most suitable candidates to be called for the interview.
- (iii) Reservation for the candidates belonging to SC/ST/OBC/Physically Challenged/ Ex-serviceman category shall be given as per the Govt. of India norms.
- (iv) Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's Level in case of SC/ST candidates as per Govt. of India Rules.
- (v) Only matriculation/SSC certificate/Admit card/passing certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
- (vi) Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
- (vii) Only the short listed candidates will be called for interview. The University shall reimburse to and for rail fare by the shortest route or actual bus fare on production of tickets to all candidates as per entitlement.
- (viii) The age of superannuation shall be 62 years for the post of Registrar subject to amendment from time to time by UGC/MHRD.
- (ix) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Allahabad and courts/tribunals/ forums at Allahabad only shall have sole and exclusive jurisdiction to try any such cause/ dispute.
- (x) The University reserves the right to reject any application without assigning any reason whatsoever.
- (xi) The University reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.
- (xii) Any corrigendum/ changes/ updates shall be available only on University website: www.alluniv.ac.in
- (xiii) The candidate must attach copies of all relevant testimonial documents **self-attested. The original certificates would be required at the time of interview only.**
- (xiv) The posts carry usual allowances i.e. DA, HRA and Transport Allowance etc. as admissible to University of Allahabad. In addition to the emoluments, benefits such as Leave Travel Concession, Reimbursement of Medical expenses for self and dependents, conveyance advance, Children Education Allowance etc. are available as per University of Allahabad rules. As applicable to the employees of University of Allahabad, accommodation will be allotted as per priority to be reckoned from the date of application/availability, in which case HRA will not be admissible.
- (xv) Applications not accompanied with or Incomplete, unsigned applications and those not accompanied with copies of attested certificates and application fee will be summarily rejected.
- (xvi) Applications from the candidates employed in Govt. Dept./Public Sector Organizations/Autonomous Bodies shall be acceptable. Advance copy of application should reach before the last date. However, they may produce the NOC from their organization at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her (ii) the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected. (proforma attached)

The Up-to-date CR Dossiers. Integrity Certificate. List of Major/Minor penalties, if any, imposed during the last 05 years may be asked to submit at any time.

- (xvii) The period of experience in the requisite discipline/ area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for that post.
- (xviii) The decision of the Vice Chancellor, University of Allahabad in all matter relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of interview will be final and binding on the candidates and No Enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
- (xix) Applications received after the prescribed date will not be entertained.
- (xx) Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
- (xxi) Minimum Educational Qualifications, All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained:
- (xxii) The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
- (xxiii) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as University may require.
- (xxiv) The envelope must be superscribed as application for the post of "Name of the Post". Application may be rejected, if not superscribed.
- (xxv) The competent Authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment process.
- (xxvi) Application fees in form of non-refundable demand draft of Rs. 500/- (Rs. Five hundred only for General and OBC candidates) and Rs. 200/- (Rs. Two hundred only for SC/ST candidates) from any Nationalized Bank drawn in favour of the **Finance Officer, University of Allahabad**, payable at **Allahabad**.
- (xxvii) **The Application Form** can be downloaded from our **Website: [www. allduniv.ac.in](http://www.allduniv.ac.in)** and the application form, complete in all respect along with other documents, demand draft etc. as required must reach the **Registrar, University of Allahabad, Allahabad-211002 (U.P.)** on or before **31st July, 2016** upto **04:00 PM**.

REGISTRAR



UNIVERSITY OF ALLAHABAD

(A Central University established by an Act of Parliament)

APPLICATION FORM FOR REGISTRAR

Advertisement No& date: ADV./AU/REG./01/2016 date 20.06.2016

Payment of Fee

Affix latest self
Attested
Passport size
Coloured
photograph

Demand Draft no. (in favour of Finance Officer, University of Allahabad)	Date	Amount	Issuing Bank

THE CANDIDATES ARE ADVISED TO READ THE INSTRUCTION (On website www.allduniv.ac.in) BEFORE FILLING UP THE APPLICATION FORM

1. Name:

2. Father's Name:

3. Mother's Name:

4. Sex: Male Female 5. DoB: / /

6. Marital Status: 7. Nationality:

8. Category: (a) Whether Schedule Caste/Schedule Tribe/Other Backward Class (If yes) yes / no SC / ST / OBC (Put mark)

(b) Whether Physically Handicapped. If yes, certificate issued By the Competent Authority in support thereof should be enclosed Yes / No (Put Mark)

(i) Nature of disability _____

(ii) Percentage of disability _____

18. Names and Address of two Referees, under whom you have worked:

1. Name: Address: Ph. No: E-mail ID:	2. Name: Address: Ph. No: E-mail ID:
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19. Additional information, if any?

20. **Declaration:** I, _____ son/daughter/wife of _____ hereby solemnly declare that the information presented in this application as above are correct and complete to the best of my knowledge and belief, and that no material information has been concealed or suppressed and if there has been suppression of nay factual information, my service can be terminated, if selected.

Place:

Signature of the Applicant

Date:

List of Enclosures with the Application:

1. Covering letter.
2. Details of DD in favour of Finance Officer, University of Allahabad payable at Allahabad (non-refundable)
3. Date of birth certification (copy of the school certificate with date of birth can be used)
4. Copies of degrees (Bachelors, Masters, Doctoral, etc)
5. Copy of latest CV
6. Recent passport size colour photograph
7. No-objection certificate from current employer (Must be submitted along with the endorsement of the employer. Format of the letter to be submitted is given at the end of the application).

Endorsement by Employer:

INTEGRITY CERTIFICATE

This is to certify that the integrity of Dr./Shri./Smt./Ms.
S/D/W/.....working asin this Department of
Central Govt./State Govt./Autonomous Body/PSU

is beyond the doubt and nothing adverse came to notice.

Date:

Signature:

Name in Block letter:

Registrar/Head of the Institution/Deptt

(Designation with seal)

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against Dr./Shri./Smt./Ms.....S/D/W

Date:

Signature:

Name in Block letter:

Registrar/Head of the Institution/Deptt

(Designation with seal)

NO PENALTY CERTIFICATE

Certified that no minor / major penalty has been imposed on Dr./Shri./Smt./Ms
S/D/W during his /her entire service.

Date:

Signature:

Name in Block letter:

Registrar/Head of the Institution/Deptt

((Designation with seal)