



# MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA

[Established under the Assam Act no. XIX of 2013]

Srimanta Sankaradeva Sangha Complex

Haladhar Bhuyan Path, Kalongpar, Nagaon, Pin-782001, Assam

## **ADVERTISEMENT NO. : 4/18**

The Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Nagaon is looking for meritorious, energetic and dedicated persons of below 63 years of age (as on 31<sup>st</sup> August, 2018) to be appointed as its **Registrar**. The last date for receiving applications is **25<sup>th</sup> July, 2018**.

The prescribed application forms can be obtained from the **Office of the Registrar, Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Kalongpar, Nagaon** on payment of **Rs 2,000/-** (Rupees Two Thousand only), the receipt of which must be enclosed with the filled in application form. The application forms may also be **downloaded from the University's website: [www.mssv.co.in](http://www.mssv.co.in)**. Applications submitted through downloaded forms must accompany a **Demand Draft of Rs 2,000/-** (Rupees Two Thousand only) in favour of the "**Mahapurusha Srimanta Sankaradeva Viswavidyalaya**," payable at **State Bank of India, Nagaon Main Branch** as application fee.

No application shall be received after the last date.

Only short listed candidates shall be called for interview. Canvassing directly or indirectly shall disqualify a candidate.

Detailed eligibility, qualification, experience, requirements and salary are given below:

### **I. Eligibility to apply for the post:**

1. The Applicant must be a citizen of India.
2. He/she must be medically fit both in mind and in body-a certificate duly signed by the District Medical Officer, Nagaon District or any competent Registered Medical Officer, shall have to be produced by any person who would be appointed as the Registrar, before he/she is allowed to join.
3. The candidate must possess the minimum qualification for the post.

### **II. General Qualification, Experience and Requirements:**

#### **1. Essential Qualification:**

- I. **Master's Degree with at least 55% of the marks** or its equivalent grade in a point scale where grading system is followed.
- II. **At least 15 (fifteen) years of experience as Assistant Professor** in the AGP of Rs. 7,000/- and above or **8 (eight) years' of service in the AGP** of Rs. 8,000/- and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishments and /or other institutions of higher education.

OR

15 (fifteen) years of administrative experience, of which 8 (eight) years should be as Deputy Registrar or equivalent.

#### **2. Desirable Qualifications:**

- I. Ph.D. in any subject from a reputed Institution.
- II. Experience in administrative practices, human resource management, statutory functions and academic activities of universities/ institutions of higher education.
- III. Experience of handling legal matters.
- IV. Experience of IT applications in administrative matters.
- V. Good command over both English and Assamese.

3. **Duration of Appointment:**


The post of the Registrar shall be filled on direct recruitment basis for a period of 5 years or 65 years of age, whichever is earlier.

4. **Salary: Pay Band of Rs. 37400- 67000 plus Rs. 10000 Grade Pay.**

Provided that when a retired person shall be appointed as the Registrar, his/her pay shall be fixed which would be equal to the last pay drawn in the previous service minus the basic amount of his/her pension pay prior to commutation admissible and where the amount is less than the minimum of the scale of pay of the Registrar, he/she shall draw as his/her salary the minimum of the scale of pay of the Registrar irrespective of gross pension amount. Other allowances shall be as per the norms of the Govt. of Assam.

III. **Conditions to be fulfilled after appointment:**

1. A person appointed to the post of Registrar shall join **within one month from the date of issue of the appointment order**, failing which the appointment order shall be liable to be cancelled. Provided that in exceptional circumstances, the Vice-Chancellor may extend this period.
2. Before a person appointed to the post of Registrar joins in his/her post, he/she shall execute an agreement with the University that he/she shall strictly abide by the provisions of the Act, Statutes and Ordinances of the University.


  
Registrar i/c  
MSSV, Nagaon

Memo No. : MSSV/Advt/57/ 10/07 - 12

Dated: 03.07.2018

Copy to:

1. The Hon'ble Chancellor, MSSV, for favour of information.
2. The Hon'ble Vice-Chancellor, MSSV, for favour of information.
3. The Pradhan Sampadak, Srimanta Sankaradeva Sangha, Nagaon for information.
4. The President, Srimanta Sankaradeva Education and Socio-Economic Development Trust (SSESED), Nagaon for information.
5. The Assistant Director (Employment), District Employment Exchange, Nagaon for information and necessary action.
6. ✓ Dr. Santanu Kalita, Assistant Professor, Department of Computer Application, MSSV, Nagaon for uploading in the website of the University.
7. Notice Board of the University.
8. Office File.

  
Registrar i/c  
MSSV, Nagaon