



# Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam, Kerala - 686 560

(Established by Kerala State Legislature by Notification No. 3431/Leg. C1/85/Law, dated 17th April 1985)

116005/AD A2-3/2023/AD A 2

16.11.2023

## NOTIFICATION

Online applications are invited from qualified candidates presently employed in State/Central Government Service, for appointment to the post of REGISTRAR on deputation basis in Mahatma Gandhi University, Kottayam, Kerala. The appointment shall be for a period of four years from the date on which he enters upon his office or till he completes the age of Fifty six years, whichever is earlier and on such terms and conditions as may be prescribed by the statutes and subsequent amendment thereon. The extension of deputation period for each year will be subject to the concurrence from the parent organisation of the applicant and approval from the Government of Kerala. The age, qualification and experience for the post of REGISTRAR are as detailed below:

### **Scale of Pay:**

UGC Scale of Pay:

Academic Level 14 at Rationalised Entry Pay of Rs 1,44,200/-

### **Age:**

Not less than 45 years and not more than 52 years as on 01.01.2023

### **Qualification And Experience :**

A first or second class Masters' degree (or equivalent grade wherever grading system is followed) or equivalent qualification, 10 years teaching experience at University/College level in a permanent post appointed through a statutory selection committee as stipulated in UGC Regulations and 5 years administrative experience in a responsible post, including management of staff in a University or College or Education Department or similar institutions (Academic qualifications, age and experience relaxable in the case of candidates otherwise highly qualified).

The administrative experience includes the following:

1. Head of an academic Department in a University/College
2. Associate NCC Officer
3. NSS Programme Coordinator/Officer
4. Director of Student Services
5. DCDC/Director of an academic institution/Centre
6. IQAC Director/Coordinator
7. Principal/Vice Principal of an affiliated College
8. Member, Syndicate of the University.
9. Any other administrative post in University/Government Departments/Secretariat which is supervisory in nature.

### **REGISTRATION FEE**

Candidates shall remit an amount of Rs.7,500/- as Registration Fee. SC/ST candidates need to remit Rs.3,750/- only. Fee should be remitted only through online payment, the facility for which is



provided in the online application form. Copy of the receipt shall be submitted along with the hardcopy of the online application.

#### **HOW TO APPLY**

All the prospective candidates are directed to submit online application available at <https://facultyrecruitment.mgu.ac.in/> from **17.11.2023**.

#### **GENERAL CONDITIONS:**

- Last date for online submission of application will be **11:59:59 PM on 01.12.2023**.
- Two set of hard copies of completed applications, attested copies of certificates, testimonials etc., in proof of age, qualifications, experience etc., should reach the Deputy Registrar-II (Admn.), Mahatma Gandhi University, Priyadarsini Hills P.O., Kottayam-686560 on or before **05.12.2023, 5 PM**.
- Those employed in Universities/ Government/Affiliated Colleges should submit their application along with the NOC from the employer concerned.
- Late and defective applications will summarily be rejected.

**Dr.Prakash Kumar B.**  
**REGISTRAR**