# SHRI SHANKARACHARYA
# PROFESSIONAL UNIVERSITY, BHILAI

Beside D-Mart, NH-06, Junwani, Bhilai (CG)
Phone:- 0788 4088810/ 4088888

## APPOINTMENT NOTICE

### Application Invited for the Post of Registrar:

- Application are invited from eligible, qualified and experienced candidates for the appointment of Registrar
- Essential qualification & Experience as per UGC Norms

### Period of employment:

- 04 Years term or 65 year of age, whichever is earlier subject to reappointment for further term.

### Application Procedure:

- Interested Candidates may download the prescribed application form and detailed eligibility criteria from the university website https://sspubhilai.ac.in/
- Duly completed application forms along with self attested two copies of educational qualifications, experience certificates and other relevant documents should reach the universities within 15 days from the date of Publication of this advertisement.

### Address for Application:

HR,
Shri Shankaracharya Professional University, Junwani, Bhilai
Dist.- Durg, Chhattisgarh, 490020
Email: hr@sspubhilai.ac.in
Contact: 0788-4088810/11

The University reserve the right to Shortlist candidates and to accept or reject any application without assigning any reason. Only shortlisted candidates will be called for the selection process.

Registrar

Bhilai/1039/SSPU/04NOV26

## Recruitment Rules for the Post of Registrar

| | | |
|---|---|---|
| 1 | Name of the Post | Registrar |
| 2 | No. of Post (s) | As per sanctioned strength |
| 3 | Classification | Group A |
| 4 | Scale of Pay | 6th CPC: PB-4 Rs.37400-67000, Grade Pay:Rs.10000/-Pay<br>7th CPC: Pay Matrix level:14 |
| 5 | Whether selection post or non-selection post | Not Applicable |
| 6 | Age limit for direct recruits | Not exceeding 55 years. 5 years tenure post on Deputation (including Short Term Contract) for a period of 5 years (extendable by 2 years) or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of lndia by orders issued in this regard from time to time. |
| 7 | Educational and other qualification required for direct recruits | Essential:<br>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.<br><br>At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with 3 years experience in educational administration or<br><br>Comparable experience in research establishment and/ or other institutions of higher education or<br><br>15 years administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post |
| 8 | Whether age and educational qualifications prescribed for direct recruits will apply to the promotion. | Not applicable |
| 9 | Period of probation, if any. | NA |
| 10 | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods | Direct recruitment, failing which on Deputation/ Transfer on Deputation/ on Contract basis for tenure of up to 5 (Extendable by 2 years) years or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time. |
| 11 | In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made | **Deputation/ Transfer on Deputation/ on Contract/ Tenure basis**<br>Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Govt. Laboratory or PSU. |

# Shri Shankaracharya Professional University, Bhilai, CG

Phone No. 0788-04088810, Website: www.shrishankaracharyauniversity.com

Email – hr@shrishankaracharyauniversity.com

## Application Form for the Post of Registrar

**Passport size Colored Signed Photograph**

| | | |
|---|---|---|
| **1.** | Name in Full (in Capital Letters) | |
| **2.** | Father's/Husband's Name | |
| **3.** | Mother's Name | |
| **4.** | Date of birth<br>(please attach true copy of certificate) | Day Month Year |
| | **Age on 05/11/2026** | Year Month Day |
| **5.** | a) Marital Status : Married/Unmarried | |
| | b) Gender: | |
| **6.** | a) Permanent Address | b) Correspondence Address |
| | Phone (with STD code):<br>Mobile No.: | E-Mail: |
| **7.** | Nationality | |
| | Religion | |
| **8.** | Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt. / PSU / Autonomous Body or PrivateService? If yes, give details in a separate sheet. | |

## 9. Educational Qualification:

(Please attach self-attested photocopies of various Degrees/ Certificates/ Mark sheets):-

| S. No. | Qualification Degree/ Certificate | Stream/ Specialization | % marks/ CGPA | Division | Month & Year of Passing | University/ Institution /Board | Remarks (If any) |
|---|---|---|---|---|---|---|---|
| 1 | Ph.D. | | | | | | |
| 2 | PG | | | | | | |
| 3 | UG | | | | | | |
| 4 | HSSC (12th)/ Diploma | | | | | | |
| 5 | SSC (10th) | | | | | | |

## 10. Details of Essential Experience:

### (a) Details of analogous post:

(Please attach self-attested copies of proof)

| Position/Designation | Name of Institution | From | To Till date | Total | | Pay & Pay Scale or AGP Indicating level |
|---|---|---|---|---|---|---|
| | | | | Years | Months | |
| | | | | | | |

### (b) Details of Academic Experience:

Details of experience as Assistant Professor including Associate Professor or comparable experience in research establishment and/or other institutions of higher education.

(Please attach self attested copies of proof)

| Position/Designation | Name of Institution | From | To Till date | Total | | AGP |
|---|---|---|---|---|---|---|
| | | | | Years | Months | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

### (c) Details of Administrative Experience:

Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalentpost or above.

(Please attach self-attested copies of proof)

| Position/Designation | Name of Institution | From | To Till date | Total | | AGP |
|---|---|---|---|---|---|---|
| | | | | Years | Months | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**11. Desirable Qualification and Experience:**

**(a) Computerized Administration / Legal / Finance / Establishment matters:**
(Please attach self-attested copies of proof)

| Position/Designation | Name of Institution | From | To Till date | Total | | Pay & Pay Scale or AGP |
|---|---|---|---|---|---|---|
| | | | | Years | Months | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**12. Did you previously apply for any post in this Institute? If yes, give particulars:**

……
……

**DECLARATION**

"I hereby declare that I fulfill the eligibility conditions to the post and that the statements made by me in the form are true, complete and correct to the best of my knowledge and belief."

**Place:** **Signature of Applicant**
**Date:** **Name……**

……

**NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADYIN EMPLOYMENT, REGULAR/TEMPORARY BASIS.**

Certified that Dr./Mr/Ms…….....Son/Daughter of Shri……..... is a permanent/temporary/ adhoc employee of the department / institution /organization since …… The Department / Institution/ Organization has no objection if he/she is appointed in Shri Shankaracharya Professional University, Bhilai against the posts advertised by the SSPU vide advertisement No. 1039/SSPU/2026

**Signature with seal**

**Place……**
**Date……**

……

# Shri Shankaracharya Professional University, Bhilai, CG

Phone No. 0788-04088810, Website: www.shrishankaracharyauniversity.com

Email – hr@shrishankaracharyauniversity.com


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Check list for Registrar Post

**Name of the Applicant :**

**Gender :**

**Mobile Number :**

**Details of Application Fee :**

| S. No. | Particulars | √ / X / NA | Page No. |
|---|---|---|---|
| **1.** | Matriculation/10th Standard/ Secondary or equivalent certificate | | |
| **2.** | Higher Secondary / Class XII (or equivalent) board marks sheet. | | |
| **3.** | Degree certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. | | |
| **4.** | Proof of analogous post (if applicable). | | |
| **5.** | Proof of 15 year's experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with 3 years experience in educational administration (if applicable), or Comparable experience in research establishment and/or other institutions of higher education. | | |
| | Proof of AGP(s) | | |
| | Proof of experience in educational administration or Comparable experience | | |
| **6.** | Proof of 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post or above (if applicable). | | |
| | Proof of AGP | | |
| | Proof of administrative experience | | |
| **7.** | Proof of Desirable Qualification (if any). | | |
| **8.** | Proof of Desirable Experience (if any). | | |
| **9.** | Photo identity card [issued by govt. agency/last attended Institution/University] | | |
| **10.** | NOC and Experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed | | |

**Place:.....**
**Date.....**

**Signature of Applicant**
**Name.....**