



NAAC Accredited-2015  
'B' Grade (CGPA 2.62)

## SOLAPUR UNIVERSITY, SOLAPUR

(Under Maharashtra Public Universities Act, 2016)

Phone No.0217-2744770 Email-registrar@sus.ac.in

Solapur University, Solapur invites applications in the prescribed format from the eligible candidates for the following posts.

**Advt. No. : SUS/Estt/2018 /10**

Sr. No.	Name of the Post	No. of Post	Category
01	REGISTRAR	ONE	UNRESERVED

**Advt. No. : SUS/Estt/2018 /11**

Sr. No.	Name of the Post	No. of Post	Category
01	DIRECTOR, Innovation, Incubation and Linkages	ONE	UNRESERVED

Duly completed, application form, along with all enclosures, shall be sent to the Ag. Registrar, Solapur University, Solapur – 413255 so as to reach on or before 03/12/2018.

Further details can be downloaded from the University website <http://su.digitaluniversity.ac> link of Employment Opportunities. The same is hosted on Govt. of Maharashtra website [www.maharashtra.gov.in](http://www.maharashtra.gov.in)

Date : 31/10/2018

Sd/-  
(Prof. Dr. V. B. Ghute)  
Ag. Registrar



# SOLAPUR UNIVERSITY, SOLAPUR

## APPOINTMENT OF REGISTRAR

Applications are invited in the prescribed form for the post of **Registrar** of the Solapur University, Solapur. The post of Registrar is an isolated post.

### **Qualification and Experience:**

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale.
2. At least 15 years of experience as Lecturer (Senior scale) / Lecturer with 8 years experience in Reader's/Associate Professor's Grade along with experience in educational administration, commensurate with the revised pay scale & designation of the U.G.C.

OR

Comparable experience in Research establishment and/or other Institutions of Higher Education.

OR

15 years Administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

### **Relaxation in Qualification:**

- i) The minimum requirement of 55% of marks at the Master's degree level is relaxable for the existing incumbents who are already in the University System.
- ii) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the S.C. / S.T. category candidates.
- iii) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. Degree holders who have passed Master's Degree prior to 19<sup>th</sup> September, 1991.

The candidate should have proficiency in Marathi, Hindi and English languages.

### **Desirable Qualification:**

1. Familiarity with procedures of modern management techniques and clear vision in projection as well as preparing 5 years plan and budget and to be able to articulate policy matters and adequate experience in minuting meetings, capable of handling meetings, drafting of resolution, agenda related with the administration/educational/research matters independently and skill to implement same into action.
2. Proficient in e-governance, e-procurement, office automation, RTI matters and General Financial Rules.
3. Efficiency in managing of an institution independently.
4. Proven ability in Administration, preferably in a large educational or research institution.
5. Ph.D. Degree.
6. Excellent proficiency in English and communication skills.

**Age:** Candidate shall not be less than 45 years of age unless already in the service of the Universities or affiliated Colleges.

**Tenure:**

Appointment of the Registrar shall be for a term of five years or till he attains the age of superannuation whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

**Pay Band:**

Pay Band Rs.37400-67000, Grade pay Rs.8,900/- and allowances as per Government Rules.

**Retirement Age:**

A person appointed as the Registrar from teaching cadre shall retire at the age of 60 years and a person from non-teaching cadre shall retire at the age of 58 years.

The post carries the post retirement benefits as per the Government Rules.

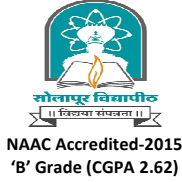
**General Instruction, Terms & condition:**

1. The prescribed application form may be downloaded from the University website <http://su.digitaluniversity.ac> link of Employment Opportunities. The same is hosted on Government of Maharashtra website [www.maharashtra.gov.in](http://www.maharashtra.gov.in)
2. Application in the prescribed form (Ten copies) together with attested copies of certificate/s should be sent in an envelope superscripted **“Application for the post of Registrar”**, to the Ag. Registrar, Solapur University, Kegaon, Solapur-413 255 **so as to reach the same on or before 5:30 p.m. on 03/12/2018.**
3. Application form should be accompanied with attested copies of the following documents:
  - i) Degree / Diploma certificates, Statement of Marks and other certificates of the educational qualifications.
  - ii) Approval letters in case of teachers of affiliated colleges / recognized institutions.
  - iii) Appointment orders in case of University Teachers.
  - iv) Certificate/s of teaching/administrative experience and / or postdoctoral research.
  - v) Birth Certificate / SSC certificate or other Government document as proof of date of birth.
  - vi) In case of change in name of the candidate, a copy of Government Gazette.
  - vii) Demand Draft (of Rs.500 /-for open candidates and of Rs.250/-for reserved category candidate) of nationalized bank drawn in favour of the “F. & A. O., Solapur University, Solapur” payable at Solapur.
4. As per the Notification No.SRV.2000/CR (17/2000) XII dated 28<sup>th</sup> March, 2005 issued by General Administration Department, Mantralaya, Mumbai, candidates shall submit the declaration of the small family in the prescribed proforma attached with Application form as Declaration Form “A”

5. Qualifications, relevant experience and age shall be considered as on last date of submission of application.
6. Candidates furnishing incorrect or false information shall stand disqualified at any stage.
7. Candidates are requested not to attach any original document with the application.
8. Appointment of Contract, Daily wages, Temporary, Ad-hoc basis will not be counted as experience.
9. Teaching experience as an approved full-time teacher will only be considered.
10. Applicants shall not be entitled for any TA/DA towards attending the interview.
11. Application received after the prescribed last date will be rejected and no communication in this regard will be made with the candidate.
12. University will not be responsible for the applications misplaced or lost or delayed by the Postal department.
13. No correspondence will be made with applicants who are not short-listed / not called for interview.
14. The University reserves the right to fill or not to fill the post or to modify/ alter/ cancel the advertisement.
15. A Candidate already employed, shall submit his/her application through proper channel. However, an advanced copy of application may be sent followed by the original application through proper channel.
16. All updates, corrigendum (if any), instructions regarding this recruitment advertisement from time to time shall be updated on Solapur University website only. Hence, applicants are advised to visit University website regularly for further updates/details.
17. Applications received after the last date of receipt of application, incomplete applications or without relevant supporting enclosures (attested copies of degree certificates / mark sheets / experience certificate etc.), applications without DD and applications not submitted through proper channel will not be considered. No intimation in this regard will be given to the candidates.
18. Canvassing directly or indirectly will be a disqualification.
19. Experience in regular scale will only be considered towards total experience of the candidate.
20. Queries or correspondence in respect of eligibility criteria, issuance of call letters for interview or selection of candidate will not be entertained at any stage.
21. Candidates shall have to produce original documents at the time of appearing for Interview.
22. On verification, if it is found that the information received from an applicant is faulty and or is based on faulty certificates he / she will be liable for legal action and the selection of such candidate will be immediately cancelled.
23. The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be applicable to this advertisement.
24. All disputes arising out of this advertisement are subject to SOLAPUR Jurisdiction.

**Advt. No. : SUS/Estt/2018/10**  
**Date: 31/10/2018**

**Sd/-**  
**Ag. Registrar**



# SOLAPUR UNIVERSITY, SOLAPUR

## APPLICATION FORM FOR THE POST OF REGISTRAR

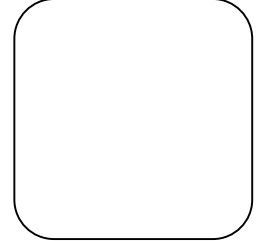
**Advt. No. SUS/Estt/2018/10**

**Dated – 31/10/2018**

D.D. to be enclosed for Open Category Rs.500/- and Reserved Category Rs.250/-

D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ Rs. \_\_\_\_\_

Name of the Bank and Branch: \_\_\_\_\_



To,  
The Ag. Registrar,  
Solapur University,  
Kegaon, Solapur - 413 255.

**Subject: Application for the post of Registrar.**

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname																		
	First Name																		
	Middle name																		

2.

Current postal address (in BLOCK letters)																			
Email ID																			
Mobile No.																			
Tel. No.																			

3.

Date of Birth													
Age			Years					Months				Days	
Nationality													
Male/ Female													
Married / Unmarried													

4.

Caste Category	S.C.	S.T.	D.T.(A)	N.T.			S.B.C.	O.B.C.	OPEN
				B	C	D			

5. Educational Qualifications

Educational Qualifications					
Examination	University/ Board	Month and Year of Passing	Subject	Percentage of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post- Graduate					
Doctor's Degree					
Any other qualification					

6. Teaching/Technical/Professional Administrative Experience.

Sr. No.	Institution/ Organization	Position Held	Period		Pay Scale & AGP/GP	Nature of Appointment	Reason for leaving services (if any)
			From	To			
1)							
2)							
3)							
4)							
5)							
6)							
7)							

7. Other Qualifications and experience, if any.

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8. List the Membership of various National / International Academic/ Non-Academic bodies

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9. Patents, if any

10. (a) Present position : \_\_\_\_\_

(b) Name of Institution/ Organization where employed : \_\_\_\_\_

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(c) Salary :

Basic Pay Rs. \_\_\_\_\_ in the pay-scale (pay band) of Rs. \_\_\_\_\_

AGP/GP Rs. \_\_\_\_\_

D.A. Rs. \_\_\_\_\_ H.R.A. Rs. \_\_\_\_\_ C.L.A. Rs. \_\_\_\_\_

Other Rs. \_\_\_\_\_ Allowances, if any \_\_\_\_\_ Total Rs. \_\_\_\_\_

(d) Date of appointment: \_\_\_\_\_

(e) Date of next increment: \_\_\_\_\_

(f) Attach Last Pay Certificate, if any

12. Names of persons who have given testimonials.

1) \_\_\_\_\_

2) \_\_\_\_\_

13. Names and addresses of not more than three persons to whom references may be made

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

**Place :**

**Signature of Candidate**

**Date :**

**CERTIFICATE**

1. The above information furnished by me is correct.
2. I am neither convicted nor any criminal case, departmental enquiry or disciplinary action is pending against me.
3. In case any false information is detected, I understand that my application is liable to be rejected or the appointment made would stand terminated.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information my appointment shall be liable to be summarily terminated without notice / compensation.

**Place :**

**Date :**

**(Signature of the Candidate)**

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*NOTE : Incomplete Application will be rejected immediately and no correspondence will be entertained on this behalf.*

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**If employed, the application should be forwarded through proper channel.**

Recommendation of forwarding authority \_\_\_\_\_

\_\_\_\_\_

Place : .....

Date : .....

Name & Signature

Seal of the Department / Institute

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( Government of Maharashtra, Gazette, March, 28, 2005 )

**Declaration**

Form-A

(See Rule-4)

I, Shri/Smt./Kum. \_\_\_\_\_ Son/daughter/wife

of Shri \_\_\_\_\_ Age \_\_\_\_\_

years, resident of \_\_\_\_\_

\_\_\_\_\_ do

hereby declare as follows :-

1. That I have filled my application for the post of \_\_\_\_\_

2. I have \_\_\_\_\_ (Number) living children as on today. Out of which no.

of children born after 28th March, 2005 is \_\_\_\_\_ .

(Mention dates of birth, if any)

3. I am aware that if any total number of living children are more than two due to children born after 28th March, 2005, I am liable to be disqualified for the same post.

Place :

Date :

**(Signature of the Candidate)**



## INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications **through proper channel**.
2. Candidates should send their applications with **attested copies** of the degree or diploma certificates and statements of marks and other certificates in support of their educational qualifications and experience; and of the Matriculation or equivalent certificates in support of their age.
3. Candidates should also attach copies of the following documents with their applications:-
  - (a) Caste certificate from the competent authority if the candidate belongs to Scheduled Caste/Scheduled Tribe/Denotified Tribe/Nomadic Tribe.
  - (b) Certificate from the employer stating the pay and allowances drawn at present.
  - (c) Testimonials.
4. If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidates and the same may be sent with the applications.
5. The application should be sent in **ten copies** together with all enclosures.
6. Applications should be sent to the Ag. Registrar, Solapur University, Kegaon, Solapur -413 255, so as to reach him on or before the last date prescribed.
7. Any change in address given in column 2 of the application form should at once be communicated to the Ag. Registrar, Solapur University, Kegaon, Solapur -413 255.
8. Incomplete applications will not be considered.
9. Candidates are advised to satisfy themselves before applying that they possess prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
10. Candidate called for interview will have to be present himself / herself at his /her own expenses.
11. Canvassing direct or indirect, will be treated a disqualification.

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### Check list for the candidates (to be attached to the application)

Please [v ] wherever applicable

- 1) Application duly completed: Yes/No
- 2) Self attested photograph affixed on the application: Yes/No
- 3) Application signed : Yes/No
- 4) An attested copy of each of the following certificate is attached.
  - a) Date of Birth/Age Certificate
  - b) Caste Certificate and Caste validity certificate
  - c) Physically handicapped certificate, if applicable
  - d) Small family declaration certificate
  - e) Educational qualification documents
  - f) Experience certificate.
  - g) Any other certificate.