



**OFFICE OF THE REGISTRAR
MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA**

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

HALADHAR BHUYAN PATH, KALONGPAR, NAGAON, PIN-782001 : ASSAM : INDIA

e-mail: mssvnagaon@gmail.com, registrar@mssv@gmail.com

website : www.mssv.co.in Phone No. : 9101098102, 03672-231146

Ref. No. : MSSV/R/57/2015/

Date: 22.11.2019

RECRUITMENT: ADVERTISEMENT NO. : 7/19

ADVERTISEMENT FOR THE POST OF REGISTRAR

Applications in prescribed form are invited from qualified, energetic and dedicated persons for the post of **Registrar**, Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Nagaon.

Retired experienced persons **below the age of 62 years** may also apply for the post.

Salary: Pay Matrix at level 14 in the scale of Rs. 1,44,200/- – Rs. 2,18,200/- plus other allowances as admissible under the rules of the University. In case of retired person the salary shall be negotiated.

Minimum Qualifications and experience required:

1. A Master's degree with at least 55% marks or its equivalent grade in the seven point scale. Ph.D. degree shall be desirable but not an essential qualification.

2. 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 experience in education administration.

or

Comparable experience in a research establishment and/or other institutions of higher education

or

15 years of administrative experience of which 8 years as Deputy Registrar or equivalent post.

Desirable Qualification:

(i) Experience/Knowledge of financial & human resource management and other related matters connected with resource mobilization.

(ii) Efficiency in use of ICT.

Minimum and Maximum age : Not be less than 45 years and not more than 62 years on the last date of receipt of application.

Last date of receipt of application : 16th December, 2019.

GENERAL INFORMATION

I. Eligibility to apply for the posts:

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, approved by the Vice-Chancellor, shall have to be produced by any person who would be appointed as a Teacher, before/she is allowed to join.

3. A certificate about good character from the Head of the Institution last attended or served shall accompany an application for any post of a Teacher.
4. The candidate must possess the minimum qualifications for the post.

APPLICATION PROCEDURE

1. **Application form:** Prescribe application form may be downloaded from the University website i.e., www.mssv.co.in.
2. **Application Fees and Last Date:** Candidate will require an amount of **Rs. 2,000.00 (Rupees two thousand) only for the post of Registrar** by demand draft in favour of “**REGISTRAR, MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA**” payable at “**State Bank of India, Nagaon Main Branch (IFSC: SBIN0000146)**” or **Cash at Accounts Branch of the University** as an application fees for the post. Completed application in prescribed form along with necessary enclosures must reach “**Registrar, Mahapurusha Srimanta Sankaradeva Viswavidyalaya, H.B. Path, Kolongpar, Nagaon – 782001**” on or before **16th December, 2019**.

N.B.:

- i. The name of post must be written on the envelop of the application.
- ii. Those in employment should submit their applications through proper channel and are required to submit the NOC from the authority concern.
- iii. Mere fulfilment of qualification will not entitle an applicant for inviting to the interview.
- iv. The University reserves the right to select candidates for appointment to the above mentioned post on the basis of its immediate requirements.
- v. Canvassing directly or indirectly shall disqualify a candidate.
- vi. No TA/DA will be provided by the University for attending the interview.

3. Conditions to be fulfilled after appointment:

- a) A person appointed to the post of Officer shall join **within fifteen days from the date of issue of appointment order**, failing which the appointment order is liable to be cancelled, provided that in exceptional circumstances, the Vice-Chancellor may extend this period.
- b) Before a person appointed to the post 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 Acts and the Ordinances.
- c) The person, after joining the post, will be subjected to the provisions of the MSSV Employees' Service Conditions Ordinance, etc.

Sd/-
Registrar (i/c)
MSSV, Nagaon
Date: 22.11.2019

Memo No. : Ref. No. : MSSV/R/57/2015/

Copy to:

1. The Hon'ble Vice-Chancellor, MSSV, for favour of information.
2. Notice Board of the University.
3. Dr. S. Kalita, head i/c, Department of Computer Application for information and with request to upload in the University Website www.mssv.co.in
4. Office File.

Sd/-
Registrar (i/c)
MSSV, Nagaon