

RECRUITMENT RULES - REGISTRAR (ACADEMIC)

Name of Post	No. of posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether selection post or non selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If a departmental promotion committee exists, what is its composition?	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
REGISTRAR (ACADEMIC)	01	General Central Civil Services Group B Non-Ministerial	LEVEL 10 (56100-177500)A S PER PAY MATRIX OF 7TH CPC	Non Selection	45 years.	(i) Masters Degree in any discipline with at least 55% marks or its equivalent Grade-B in the UGC 7 Point scale Experience: At least 5 years' of experience as Deputy Registrar/ Assistant Registrar in a Govt. institution imparting Postgraduation with a work	N.A.	2 years	Promotion failing which Direct Recruitment/ Deputation	Promotion 1) Amongst the officer(s) who have worked as Assistant Registrar on regular basis for five years in the feeding cadre. Deputation 1) Holding Analogous Post on regular basis in the parent cadre/department in a Govt. institution imparting Postgraduation OR Amongst the officer(s) who have worked as Deputy Registrar/ Joint Registrar/Assistant Registrar on regular basis for five years in a Govt. institution imparting Postgraduation	Group 'B' Departmental Committee 1. Principal Secretary Medical Education 2. Director Principal, GMCH-32, Chandigarh 3. Prof. Incharge Academics, GMCH-32,	N.A.

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						profile which includes activities related to student examinations, academics, entrance examination, online counselling , establishment, general administration, R&D, Student's affairs, accounts etc.				<p>Note: The Departmental officer in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation/ Contract including period of deputation/ contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government. Shall ordinarily not exceed five years. The Maximum age limit for appointment by deputation (Including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications</p>	Chandigarh	
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Deputy Controller (F&A)
Member
14/3/24


Dr. Rajeev Kansay
Member
14/3/24


Dr. Varinder Saini
Member


Dr. G.P. Thami
Chairman
14/3/2024

RECRUITMENT RULES -ASSISTANT REGISTRAR (ACADEMIC)

Name of Post	No. of posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether selection post or non selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by deputation / absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If a departmental promotion committee exists, what is its composition?	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
ASSISTANT REGISTRAR (ACADEMIC)	01	General Central Civil Services Group 'B' Non-Ministerial	7 th CPC level:09 (53100-167800)	Selection	40 years	<p>Essential: Master degree or equivalent in any discipline with at least 55% marks or its equivalent Grade - B in the UGC seven point's scale</p> <p>Experience:</p> <p>i) At least 03 years administrative experience in supervisory capacity in a Govt. office/University / technological institution or organization which includes activities related to student examinations, academics, entrance examination, online counselling , establishment, general administration, R&D, Student's affairs, accounts etc.</p> <p>ii) Proficiency in the use of variety of</p>	N.A.	2 years	Direct recruitment	N.A	N.A.	N.A.

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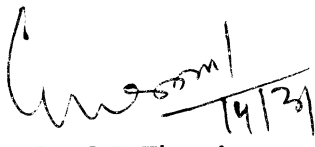
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						computer office applications M.S. Word, Excel, Power-Point or Equivalent. <u>Desirable:</u> (i) A degree in Law/ Management from a recognized University/ Institute. ii) Experience of computer applications/e-office system.						
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