



BABU DINESH SINGH UNIVERSITY

(Run & Managed by Vananchal Educational & Welfare Trust)
(Established Under Government of Jharkhand Act - 06, 2023 & Section 2 (f) of the UGC Act, 1956.
Member of AIU, Delhi), Farahtiya, Garhwa-822114, Jharkhand

Website - <https://www.vananchaltrust.org> Mob.- 8789554090, 9431136581 Email- bdsugarhwa@gmail.com

Invitation for Applications for appointment of Registrar, Finance Officer,
Controller of Examination, Deputy Registrar and Assistant Registrar (Admin/ PS to VC)

Adv. No.:- BDSU/R/018/23

Dated:- 16.09.2023

Advertisement

Recruitment of statutory and Administration Position

Application are invited from the Indian citizen with highly qualified dedicated academicians or educational/Research administrators with proven leadership qualities for the following statutory and administrative position:

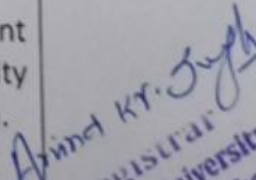
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| 01 | Registrar |
| 02 | Finance Officer |
| 03 | Controller of Examinations |
| 04 | Deputy Registrar |
| 05 | Assistant Registrar (Admin/ PS to VC) |

QUALIFICATIONA AND EXPERIENCE

| Sl.NO | Name of Post | Qualification & Experience |
|-------|--------------|---|
| 01 | Registrar | <p>1. A Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. At least 15 years of experience as Assistant Professor/Lecturer or six years' experience as Associate Professor or Reader or as Professor along with experience in education/ Directorate.</p> <p>OR</p> <p>Comparable experience in research establishment and /or other institutions of higher education</p> <p>OR</p> <p>At least 15 years of administrative and teaching or administrative experience of which 8 years as Deputy Registrar or an equivalents post.</p> |

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Acting Registrar
Babu Dinesh Singh University
Farahtiya, Garhwa, Jharkha

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| 02 | Finance Officer | <p>1. A Master's degree MBA degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale or Chartered Accountant or ICWA.</p> <p>2. At least 15 years of experience as Assistant Professor/Lecturer or six years' experience as Associate Professor or Reader or as Professor along with experience in financial administration in any University or College.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in financial administration in Govt. or semi govt. Institution or in organization of repute or in any other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>At least 15 years of administrative and teaching or administration experience of which 8 years as Deputy Registrar or an equivalent post.</p> |
| 03 | Controller of Examinations | <p>1. A Master's degree with at least 55% of the marks or its equivalent grade of 8 in the UGC seven point scale.</p> <p>2. At least 15 years of experience as Assistant Professor/Lecturer or six years' experience as Associate Professor or Reader or a Professor along with experience in educational administration/ Directorate.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other Institutions of Higher education</p> <p style="text-align: center;">OR</p> <p>At least 15 years of administrative and teaching or administration experience of Which 8 years as Deputy Registrar or an equivalent post.</p> |
| 04 | Deputy Registrar | <p>1. A Master's degree with at least 55% marks or its equivalent grade of 8 in the UGC seven point scale.</p> <p>2. Nine years' of experience as Assistant Professor/Lecturer in a college or a university with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions higher education.</p> <p style="text-align: center;">OR</p> <p>Five years' of administrative experience as Assistant Registrar.</p> |


 Anand K. Singh
 Deputy Registrar
 Babu Dinesh Singh University
 Farathiya, Garhwa, Jharkhand

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| 05 | Assistant Registrar (Admin/PS to VC) | <ol style="list-style-type: none"> 1. A Master's degree with at least 55% marks or its equivalent grade of 8 in the UGC seven point scale. 2. Five years' of experience as Assistant / Technical Assistant in a Government / Non- Government Institution. <p>Note :-</p> <ol style="list-style-type: none"> 1. Preferences will be given to M.A in English/ MCA 2. Knowledge of Computer with MS Office. |
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Note :-

1. The minimum requirement of 55% shall not be insisted upon for Registrar, and Dy. Registrar, for the existing incumbents who are already in the University system.
2. The appointment of Registrar, Controller of Examinations and Finance Officer, Deputy Registrar and Assistant Registrar(Admin/ PS to VC) shall on the basis of direct recruitment for a tenure of four years of Registrar, FO, CE, which may be extended on the Approval of the Chancellor for further four years only on the basis of his/her performance and Assistant Registrar (Admin/PS to VC) on regular basis (Initial one year as probation and extended on the basis of his/her performance) maximum age completion of 65 years age which will be earlier
3. Salary as per BDSU Norms and negotiable Compensation not a constraint for deserving candidates.
4. Application should be made on prescribed format at bdsugarhwa@gmail.com
5. Last date for receiving application will be 15 days from the date of publication of the advertisement.

For further details, regarding minimum qualification, application form, term and condition, General Instruction etc., please visit, the website of <https://www.vananchaltrust.org>.

Acting Registrar
Babu Dinesh Singh University
Garhwa, Jharkhand

Arindam K. Singh
Acting Registrar
Babu Dinesh Singh University
Farathiya, Garhwa, Jharkhand