

Eligibility Criteria for Appointment of Registrar

(A) A Master's degree with at least 55% of the marks or its equivalent grade of B' prescribed by UGC in the seven point scale system.

(B) Experience required for the posts of Registrar:-

(i) At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' teaching experience in the AGP of Rs. 8000 and above (including as Professor/Associate Professor) along with experience in Educational Administration

OR

(ii) Comparable experience in research establishment and/or other institutions of higher education

OR

(iii) 15 years' of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post

Pay Scale:- Pay Band Rs.37,400-67,000+ Grade Pay Rs.10, 000/-

Computer Awareness:-

The candidate should have basic knowledge of computer. The Govt. of Gujarat has declared curriculum mentioned in General Administrative Department resolution dated :- 13/08/2008 no. CRR-10-2007-120320-G.5 and its enclosure -1, as required basic knowledge of computer. The computer certificate of above mentioned curriculum from any reputed institute will be valid. In addition, any certificates of any Degree or Diploma computer course from any University or Government approved Institute or any degree or diploma course which included Computer as subject or passed of Std-10 or Std.12 with computer subject will be valid. The candidate who does not have such computer certificate can also apply for the post, but he/she will have to furnish such certificate before appointment. The candidate who does not have such qualification will not be qualified for appointment.

Knowledge of languages:-

The candidate should have adequate knowledge of Hindi or English and working knowledge of Gujarati.

Instructions for the application form:

1. The candidate is required to submit the following documents [self attested] with the application form as separate annexure. All annexed documents to be indexed in a sheet and put above the application form :
 - (i) School leaving certificate.
 - (ii) Certificates of Educational Qualifications.
 - (iii) Experience Certificates.
 - (iv) In Case, Candidate claims experience under eligibility Clause B(ii), Proof of Grade Pay to be provided
 - (v) Caste Certificate (if applicable)
 - (vi) Non Creamy Layer Certificate (if applicable).
 - (vii) Physically Disability Certificate (if applicable)
 - (viii) Widow Certificate (if applicable)
 - (ix) NOC of present employer (if applicable)
 - (x) Demand draft of fees.
 - (xi) Any other document, if necessary in support of any claim.

Special Instruction:

The attachment of above documents should be serially numbered. The candidate should submit an index of all the attachments with the application form.

2. The candidate should paste his recent passport size photograph at the designated place in the application form and sign upon the photograph.
3. In case of a candidate who is presently in the employment of any other organizations or the Govt., the application forms should be forwarded through the present employer.
4. All columns of the application form may be filled legibly and the candidate should make his signature at the designated place.
5. All the information and documents provided by the candidate would be considered final for the recruitment process.

6. The candidate is supposed to produce documents in original whenever demanded by the University.
7. Application form received after last date, without required fees, without required details, with false information, without self attested photograph, without signature or any other material / important supporting documents shortcomings would be declared invalid.
8. The request to change reservation category already declared in the application form would not be entertained.
9. It would be University's privilege when to conduct objective test/interview etc.
10. The candidate should mention the name of the post on the envelope containing the application form.
11. Widow candidate, who is not re-married, would be given 5% additional marks as per the Govt. of Gujarat directives. She would be required to produce necessary documents whenever asked for.

Recruitment Process:

The Selection Committee would decide regarding the screening test and written test considering the number of applications received. It is the privilege of the Selection Committee to decide the selection process.

General Instructions, Qualifications and format of application form:

General Instructions:

1. The candidates may download the application form from the website and submit, duly filled-in all respects, along with the Demand Draft of Rs.500/- (in case of SC/ST candidates fees will be exempted) in favour of the Registrar, Raksha Shakti University payable at Ahmedabad.
2. The prescribed qualifications and experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him/her to be called for interview. The University shall have the right to restrict the number of candidates to be called for interview to a reasonable level on the basis of better or higher qualifications and experience than the minimum prescribed, and on the basis of other relevant factors.

3. Reservations will be in accordance with the rules of Raksha Shakti University and the Government of Gujarat.
4. All the information regarding Recruitment is available on www.rsu.ac.in candidates are requested to check the website for update/s, if any, in the future. No interim query shall be entertained.
5. The University reserves the right not to fill in any of the positions or to fill the positions at lower levels without assigning any reason.
6. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. University reserves the right to take appropriate action against such candidate.
7. The complete application (hard copy only) along with enclosures should reach I/c Registrar, Raksha Shakti University, Ahmedabad, on or before **23/01/2017 (1800 Hrs).**
8. The applications received after the last date shall be summarily rejected without consideration.
9. Candidates already in service submitting Advance Copy of their application may kindly note that if the original application through proper channel has not been received by the University by the last date mentioned in the employment notification, the candidate/applicant will have to submit a 'NO OBJECTION CERTIFICATE' obtained from his/her employer to the University at the time of interview, if he/she is called for interview.
10. Applicants are advised to submit the applications to the University well in advance, without waiting till last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
11. Candidates must write their e-mail address neatly and correctly for mailing interview/appointment letter as attachment. The date e-mail is sent will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create an ID and check ID as well as University website regularly for further communication and Notices.
12. The University shall have the right to:
 - a. consider in absentia the candidature of those who may not have applied, or who may have applied but are not able to appear for the interview;
 - b. relax any of the qualifications/experience at its discretion;
 - c. draw reserve panel(s) against the possible vacancies in the near future;

- d. offer the post at a level lower than the advertised depending upon the qualifications, experience and performance of the candidate; and
 - e. not to fill the advertised position.
 - f. decide criteria / procedure for short listing of the candidate.
 - g. consider the appointment on direct recruitment / on deputation / contract basis.
- 13.** Experience and qualification will be reckoned as on last date of submission of application i.e. as on **23/01/2017 (1800 hrs)**.
14. No TA / DA shall be paid to the candidates for attending the interview.
15. Application fees once paid shall not be refunded under any circumstances.
16. The appointment shall be governed by the rules and regulations of the University, University Grants Commission and the Government of Gujarat, wherever applicable.
17. Percentage conversion certificate should be furnished from the competent authority wherever marks are awarded in Grades.

For any query, send a mail to: registrar@rsu.ac.in

Other Conditions :

1. It is the privilege of the University to cancel or change the advertisement as per the requirements. The University is not supposed to give any reasons for that.
2. Nationality – The candidate should be citizen of India.
3. If the Appointing Authority ensures himself that the selected candidate is not fit to be appointed as per the rules and regulations of the University, such candidate may be dropped at any stage.
4. Selected candidate would be appointed as per the terms and conditions decided by the Appointing Authority.

Registrar
Raksha Shakti University,
Ahmedabad