

**Government of India**  
**Ministry of Civil Aviation**  
**Rajiv Gandhi National Aviation University**

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Applications are invited for filling up the post of Registrar Officer, Rajiv Gandhi National Aviation University (RGNAU) - IGRUA Complex, Fursatganj, Raebareli, Uttar Pradesh- an autonomous institution under the administrative control of the Ministry of Civil Aviation, Government of India.

2. **Pay Band:** INR 37400-67000 (Grade pay INR 10, 000) along with other allowances as are admissible on the pattern of Central Universities.

3. **Age and Tenure of Appointment:** The appointment shall be on contract basis for a term of five years or till the attainment of the age of 62 years, whichever is earlier and is eligible for re-appointment. The candidate applying for the post should be below 57 years of age as on the last date of submission of application.

4. **Qualification and Experience:**

**Essential Qualification and Experience:**

- I. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/Institute.
- II. At least 15 years of experience as Assistant Professor in the AGP of INR.7000 and above or with 8 years' of service in the AGP of INR.8000 and above including as Associate Professor along with experience in educational administration.

OR

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

OR

15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post.

**Preferable Qualifications and Experience:**

- I. Ph.D. in any subject from a reputed Institution.
- II. Experience of administrative practices, human resource management, statutory functions and academic activities of universities/R & D institutions.
- III. Experience of handling legal matters.
- IV. Experience of IT applications in administrative matters.

5. RGNAU is an autonomous institution under the Administrative control of the Ministry of Civil Aviation, Government of India. The Registrar would be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose. The Search-Cum-Selection Committee may also consider nominations received from eminent persons or institutions.

6. In case of persons employed in Government Departments, Autonomous Organizations and Public Sector Undertakings, their applications should be sent through proper channel along with vigilance clearance. However, they may send an advance copy of the application directly to the below mentioned address.

7. Applications in the prescribed format complete in all respects should be sent by Registered\Speed post to "**Rajiv Gandhi National Aviation University (RGNAU) Office, Rajiv Gandhi Bhavan, New Delhi – 110003**" or emailed to [vc@rgnau.ac.in](mailto:vc@rgnau.ac.in). The last date for receipt of application is **08<sup>th</sup> January, 2017**. It may please be noted that those applications found to be incomplete or those received after the last date for receipt of application are liable to be rejected.

8. Advertisement and prescribed proforma for the application is available at the Ministry of Civil Aviation website [www.civilaviation.gov.in](http://www.civilaviation.gov.in).

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**FORMAT OF APPLICATION FOR THE POST OF REGISTRAR OF  
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY**

(The Applicant can add more lines in the proforma wherever required)

<b>Name</b>				Self-Attested recent passport
<b>Gender</b>	<input type="checkbox"/> M	<input type="checkbox"/> F		
<b>Date of Birth</b>	DD	MM	YYYY	
<b>Father's Name/ Husband's Name</b>				
<b>Community to which belong (Make a ✓ in the appropriate box)</b>	<input type="checkbox"/> SC	<input type="checkbox"/> ST	<input type="checkbox"/> OBC <input type="checkbox"/> UR	
<b>Permanent Address</b>				
<b>Correspondence Address</b>				
<b>Contact Details</b>	Mobile			
	Landline			
	Email-Id			

**2. Educational Qualification**

<b>Qualification</b>	<b>Year of Passing</b>	<b>% of Marks Obtained</b>	<b>Name of Institution</b>	<b>Stream/Topic of Specialization</b>
<b>Post Doctorate</b>				
<b>Ph. D</b>				
<b>Post-Graduation</b>				
<b>Graduation</b>				

### 3. Present Employment

Designation	Organization	From (Date)	Total Experience (in Years and Months)

### 4. Academic Experience / Previous Employment Details

Designation	Organization	Period of Service		Experience (In Years and Months)
		From (Date)	To (Date)	

### 5. International Academic Experience, if any

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### 6. Administrative Post(s) Held (on full time basis)

Sl. No.	Designation	Organization	Duration	
			From (Date)	To (Date)

**7. Publication (Attach separate list)**

	<b>National</b>	<b>International</b>
<b>Number of papers published (In Number)</b>		
<b>Number of Books Published (In Number)</b>		

**8. Area of Specialization (Upto 100 words)**

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**9. Details of Referees, if any**

<b>Sl. No.</b>	<b>Name of the Referee</b>	<b>Post held by Referee</b>	<b>Email</b>	<b>Phone No.</b>	<b>Mobile</b>

**10. Your Vision for the National Aviation University (upto 500 Words)**

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**11. A statement as to why you should be considered for the post of Registrar of RGNAU.**

**12. Any other information.**

I, hereby, declare that all the statements/ particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice from the post of Registrar as per Act/ Statutes etc. and other applicable rules.

(Signature of the Applicant)

Place:

Date:

**Note: Total No. of pages (A-4 size) of the applicant should not exceed 10 pages.**

## Job Description for Registrar

Heading	Description
Position	Registrar
Location	Fursatganj, Rae Bareilly, Uttar Pradesh, India
Pay scale	Pay Band-4: INR. 37400-67000 (Grade pay INR.10, 000) + Allowances
Qualifications and Experience	<p><b>Essential Qualifications and Experience</b></p> <p>a. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/Institute.</p> <p>b. At least 15 years of experience as Assistant Professor in the AGP of INR.7000 and above or with 8 years' of service in the AGP of INR.8000 and above including as Associate Professor along with experience in educational administration.</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>15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post.</p> <p><b>Preferable Qualifications and Experience:</b></p> <p>I. Ph.D. in any subject from a reputed Institution.</p> <p>II. Experience of administrative practices, human resource management, statutory functions and academic activities of universities/R &amp; D institutions.</p> <p>III. Experience of handling legal matters.</p> <p>IV. Experience of IT applications in administrative matters.</p>
Roles and Responsibilities	<p>The key responsibilities of the registrar include to:</p> <p>(a) be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;</p> <p>(b) issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Board of Affiliation and Recognition and of any Committees appointed by it;</p> <p>(c) keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council, Board of Affiliation and the Recognition and of any Committees appointed by it;</p> <p>(d) conduct the official correspondence of the Court, the Executive Council, the Academic Council, and the Board of Affiliation and Recognition;</p>

	<p>(e) arrange for and superintend the examinations of the University in accordance with the manner specified by the Ordinances;</p> <p>(f) supply to the Visitor or his nominee copies of the agenda of meetings of the authorities of the University as soon as they are issued; and the minutes of such meetings;</p> <p>(g) represent the University in suits or proceedings by or against the University, sign powers-of-attorney and verify pleadings or depute his representative for the purpose; and</p> <p>(h) Perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.</p>
Age	Preferably below 57 years