

<b>Post Title:</b>	<b>Registrar</b>	<b>Date:</b>	<b>19/04/2014</b>
<b>Pay scale:</b>	<b>37400-67000 with AGP 10000</b>	<b>Closing Date:</b>	<b>01/05/14</b>
<b>Department</b>	<b>Office of the Registrar</b>		
<b>Application documents:</b> Covering Letter including detailed curriculum vitae including contact details of three references and motivation, plan of action for five years as possible incumbent of the post and electronic copy of all academic transcripts.			
<b>Roles and Responsibility</b>		<b>Requirements: Educational Qualification, Knowledge, Skills and Experience</b>	
<p>Under the direct supervision of the Director, the incumbent will perform the following duties;</p> <ol style="list-style-type: none"> <li>1) Provides leadership to plan, organize and manage all of the activities related to the Records and Registration e.g., grades, admission, registration data, transcripts, mid-term verification, eligibility, certification process, audits, special events and graduation functions;</li> <li>2) Is responsible for the provision of secretariat support to the concerned Authorities of the University;</li> <li>3) Ensures communication and help in monitoring and evaluation of policies, decisions, statutes, and rules and regulations of the University;</li> <li>4) Administers the collective bargaining agreement for all purchase and services required in the University;</li> <li>5) Keeps liaison with the all regulatory bodies;</li> <li>6) Is custodian of the common seal and the records of the University;</li> <li>7) Deals with and carries out official correspondence of the University on all academic, administrative and other matters, as may be directed by the Director;</li> <li>8) Arranges preparation and publication of prospectus, calendar and syllabi and courses of studies;</li> <li>9) Arranges publications of the University Code and kept it up to date;</li> <li>10) Keeps and maintains record pertaining to the students admitted in the University;</li> <li>11) Sanctions, in the prescribed manner, all types of leaves to the staff in his/her charge;</li> <li>12) Processes disciplinary cases received by him/her from Departments / Institutes of students and such employees for whom he/she is not the appointing authority;</li> <li>13) Administers and maintains all records pertaining to immovable assets of the University;</li> <li>14) Institutes suits on behalf of the University and represents the University in Law Courts, if and when necessary;</li> <li>15) Writes Annual Performance Appraisal Reports of employees in his/her Department and forwards the same to the appropriate authority with his/her recommendations;</li> <li>16) Makes necessary arrangements for holding Convocations;</li> <li>17) Is responsible for getting necessary Statutes and Regulations framed relating to administrative, financial and such other matters; and</li> <li>18) Answers to public enquiries and function as the Public Information Officer;</li> <li>19) Ensures compliance with academic, regulatory and accreditation policies and requirements;</li> <li>20) Develops the overall budget of the University under the guidance of Director and in consultation with heads of various departments and administers the departmental budget;</li> <li>21) Serves as ex-officio member of the University internal committees and statutory bodies wherever applicable; and</li> <li>22) Performs such other duties as may be assigned to him/her by the Director. .</li> </ol>		<p><b>Required:</b></p> <ol style="list-style-type: none"> <li>1) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.</li> <li>2) At least 15 years' of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration</li> </ol> <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 shall be as Deputy Registrar or an equivalent post.</p> <p><b>Preferred:</b></p> <ol style="list-style-type: none"> <li>1) A candidate having experience and aptitude for similar duties.</li> <li>2) Experience and knowledge of unique nature and functioning of the National Law University System.</li> <li>3) Ability to function simultaneously as a law or interdisciplinary subject teacher in a particular subject.</li> <li>4) Demonstrated knowledge of modern electronic student record storage and delivery systems.</li> <li>5) Demonstrated knowledge of UGC, Government of India, BCI, NAAC and Government of Gujarat regulations.</li> <li>6) Demonstrated problem solving skills.</li> <li>7) A proven record in working successfully with persons from various backgrounds.</li> <li>8) A positive attitude and ability to plan and adapt to change.</li> <li>9) Ability to collaborate effectively with various departments and cross-functional teams.</li> <li>10) Strong interpersonal, team building as well as oral and written communication skills.</li> </ol>	
<b>Important Notes:</b>			
<ul style="list-style-type: none"> <li>• This appointment is initially for five years duration with subsequent extensions depending upon the performance of the incumbent and the needs of the University. Depending upon the overall qualifications, experience, interview performance and analysis of applications received, the University retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower pay-scale for a fixed duration to be regularized at a later stage, or to make an appointment with a modified job description at the above pay-scale.</li> <li>• Initial I believe it is take home amount would be approximately Rs. 95,000/- per month in the prescribed pay scale.</li> <li>• <b>Entitlements and benefits:</b> As per the University Grants Commission norms, however, modification to suit the needs and conditions of the GNLU is possible. Appointed candidate, after successful completion of 5 years may become eligible for permanent appointment.</li> <li>• <b>Interview Date – will be informed to eligible candidates</b></li> <li>• The incumbent must complete his/her engagements designated for a particular semester, accordingly, he/she is not permitted to leave while the semester is under progress.</li> <li>• Only applications received before the closing date will be considered. Only applicants under serious consideration for the post will be contacted.</li> <li>• <b>Applications from qualified female, reserved category, minority candidates are strongly encouraged.</b></li> </ul>			
<b>Application Fee:</b> Rs. 1000/- (Rs. 500/- for SC, ST & PH category candidate) in form of Demand Draft in favour of Gujarat National Law University payable at Ahmedabad.			
Application should be addressed to: The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar 382007, (Gujarat) INDIA ( <a href="mailto:registrar@gnlu.ac.in">registrar@gnlu.ac.in</a> ), mobile: +91 812 865 0819			