

Dy. Registrar

Pay Band of Rs. 15600-39100 with Grade Pay of Rs.6600/- or as amended from time to time.

1. Essential Qualifications

- (i) Master's Degree in any subject or Post Graduate Diploma in Management with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution. (5% relaxation in marks for SC / ST / Differently-abled category/Regular employees of the University of Rajasthan).
- (ii) At least 6 Yrs. administrative experience in supervisory or equivalent cadre in Group B post in a government department/ University/ Educational or Research Institution/Teaching and/or Research Experience on a substantive post along with proven administrative capabilities.

Or

Five years experience on the post of Assistant Registrar in Central/State University.

Desirable :

- (i) MBA or CA/ICWA or MCA or LL.B. or Ph.D. or B.Tech.
- (ii) I.T. & Soft skills.

2. Mode of Selection

- (a) The selection will be based on interview only.
- (b) In case the number of applicants are very large than the number of posts advertised, then written test will be conducted for short-listing the candidates for interview.
- (c) The number of candidates called for interview shall be 10 times of the number of posts to be filled-in in the category in case of short-listing.
- (d) The scheme of the examination for written test will be prescribed by the University from time to time with the approval of the Syndicate in this regard.

Note :

1. The incumbent should possess good communication, logical reasoning, mathematical, analytical skills, soft skills and aptitude for drafting/noting in English & Hindi. Should be able to coordinate/ liaise with other divisions/ departments and participate in discussions with senior functionaries and academicians.
2. The incumbent is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project & Planning/ Research/College Administration/Management/ HR/ Legal.

Paper Scheme for Dy. Registrars' Written Test**Phase -I****Paper - I****2 Hrs.**

- | | | |
|------|--|-----------|
| (i) | Verbal and Communication Ability in English 50 Questions | 150 Marks |
| (ii) | Verbal and Communication Ability in Hindi 50 Questions | 150 Marks |

Paper -II**3 Hrs.**

- | | | |
|-------|--|-----------|
| (i) | Mathematical Ability 50 Questions | 150 Marks |
| (ii) | General Awareness 50 Questions | 150 Marks |
| (iii) | Logical reasoning and data Interpretation 50 Questions | 150 Marks |

Phase -II**Interview****150 Marks****Note :-**

- (i) Each MCQ question shall contain four answer options and the candidate shall be required to select one option as his/her

correct answer and mark in the OMR answer sheet by darkening the respective circle with blue/ black ball point pen. Darkening multiple marks in the OMR sheet will be treated as wrong answer. Each correct answer will be awarded three marks and one mark will be deducted for wrong or multiple answers.

(ii) In case of equal marks in the written test the one who has secured higher percentage of marks in Post Graduate examination will be considered higher in merit. In case of equal marks and equal percentage in the Post Graduate examination the one born earlier will be considered higher in merit.

(iii) Wherever Interview is involved, the candidate shortlisted in Unreserved Category for the Interview will only be considered for the post in Unreserved Category, however for short-listing for Unreserved Category all candidates will be considered.