

University of Mumbai



Re-accredited A++ Grade (CGPA 3.65) by NAAC
Grade I University status awarded by UGC
M. G. Road, Fort, Mumbai – 400 032

♦ Web Site : www.mu.ac.in

♦ E-mail : hrdc.recruitment@mu.ac.in

♦ Telephone : 022-68320093/94

Advertisement No.: UoM/HRDC/05/2024

Applications are invited from the eligible candidates for the following statutory post on the establishment of the University of Mumbai.

Sr. No.	Name of the Post	No. of post	Category
1	Registrar	1	Open

1. **REGISTRAR :-**

A) **Pay Scale :** - Pay level (Rs.1,31,100 - 2,16,600) (Level - 29) in revised pay matrix as per seventh pay commission.

B) **Qualification and Experience :**

Possess a Master's Degree with at least 55% of the marks of any statutory University or its equivalent grade of B in the UGC 7 point scale;

- At least 15 years' experience as Assistant Professor in the AGP of Rs.7000 (entry pay Rs.25,790 as per VIIth pay) and above or with 8 years of services in the AGP of Rs.8000 (entry pay Rs.29,900 as per VIIth pay) and above including as Associate Professor along with valid 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 shall be as Deputy Registrar or an equivalent post.

C) **Relaxation in qualification :**

- The minimum requirement of 55% of marks at the Master's degree level is relaxable upto 5% for the existing incumbents who are already in the University System.
- A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the S.C./S.T. and O.B.C. category candidates.
- A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September, 1991.

D) **Nature of appointment :**

Appointment shall be for a term of five years or till he attains the age of superannuation whichever is earlier and he shall be eligible for re-appointment for only one more term of five years OR as per the provisions of prevailing Act of the University.

D) **Retirement Age :** 58 years.

Instructions to the Candidates

Candidates should verify their educational qualification, experience, age etc. before submitting their application. Also read the following instructions and conditions carefully.

- 1) Knowledge of Marathi is essential.
- 2) The period for submission of application form for the above post will be from **13/07/2024 to 29/07/2024 upto 5 pm.**
- 3) The prescribed application form for the above post is attached hereto. **Annexure – ‘A’.**
- 4) Application in the prescribed form (**Two copies**) together with attested copies of certificate/s should be sent in an envelope superscripted “Application for the post of **“Registrar”**, on the dates mentioned above to the Registrar, University of Mumbai, Room No.25, Fort, Mumbai– 400 032 **so as to reach the same before 5.00 p.m. on 29/07/2024.**
- 5) Applicants belonging to reserved category should submit Demand Draft of **Rs.250/-** and the applicants of open category should submit Demand Draft of **Rs.500/-** as the cost towards processing fees for the post, drawn in favour of **"The Finance and Accounts Officer, University of Mumbai"** payable at Mumbai.
- 6) Reserved category candidates shall provide the Caste Certificate/ Caste validity certificate etc.
- 7) The fees once paid will not be refunded, in any case.
- 8) Based on the information provided in the application the candidate will be qualified or disqualified for the interview, if selected, the appointment will be made after the verification of the original certificates of qualification, experience etc.
- 9) Applicants who are not eligible will not be informed independently/individually. Applicants are not allowed to make enquiry in this behalf.
- 10) Candidates called for interview will have to be present themselves at their own cost.
- 11) Candidates already in service will be required to produce **‘No Objection Certificate’** in the specimen **Annexure – ‘B’** attached hereto with the signature and stamp of their present employer at the appropriate place.
- 12) University reserves the right to fill up or not to fill the advertised post/s OR to alter, modify, cancel the entire advertisement.
- 13) Candidates should give the information regarding Court cases pending, Criminal cases, disciplinary actions or equivalent etc. Any changes in this information as and when occurred after the submission of application form till the completion of recruitment process should be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar him/her from all selections.

- 14) As per the General Administration Department, Mantralaya, Mumbai-32 Notification No.SRV.2000/CR(17/2000)/XII, dated 28th March, 2005 in respect of 'Small Family', a person who desires to apply for any post in Group A, B, C and D in any Government Service shall submit, alongwith the application form, a declaration in prescribed FORM. (**Annexure – 'C'**)
- 15) Candidates belonging to reserved categories domiciled outside the Maharashtra State will be treated as Open as per G.R.No.CBC-1084/54577(1813) BCW-5 dated 1st November, 1985 and Circular No.CBC-1688(2829) MAVAK-5 dated 29th July, 1988.
- 16) Qualifications, relevant experience and age shall be considered as on last date of receipt of application.
- 17) Incomplete applications will not be considered/entertained and is liable to be rejected.
- 18) University will not be responsible for the applications misplaced or lost or delayed by the Postal department.
- 19) In the event of any information being found false, incomplete or incorrect the candidature/appointment is liable to be cancelled/terminated.
- 20) If the candidates try to bring any kind of direct or indirect pressure and political or social pressure on the officials and employees related to the university during the recruitment process or try to make indirect contact, such candidates will be considered ineligible.
- 21) The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be made applicable.

Sign./-
I/c. REGISTRAR
University of Mumbai

Place : Mumbai
Date : **13/07/2024**

Annexure – ‘A’



University of Mumbai
Fort, Mumbai - 400 032.

Advertisement No. UoM/HRDC/05/2024

Dated : 13/07/2024

D.D. to be enclosed for Open Category Rs.500 and

Reserved Category Rs.250

D.D. No. _____ dated _____

Name of the Bank and Branch : _____

Affix
passport
size
photo

To,
The Registrar,
University of Mumbai,
Fort, Mumbai - 400 032.

Sub :- Application for the post of Registrar.

Please [√] wherever applicable

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname																		
	First name																		
	Middle name																		

2.

Current postal address (in BLOCK letters)																			
Email ID																			
Mobile No.																			
Tel. No.																			

3.

Date of Birth	D	D	/	M	M	/	Y	Y	Y	Y				
Age (as on date)			Years				Months					Days		
Birth Place														
Nationality														
Male/Female														
Married/Unmarried														

4.

Caste category	S.C.	S.T.	D.T.(A)	N.T.			S.B.C.	O.B.C.	OPEN
				B	C	D			

5.

Educational Qualifications					
Examination	University/ Board	Month & Year of Passing	Subject	% of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post-Graduate					
Doctor's Degree					
Any other qualification					

6. Experience : (Any one of the following)

- A) At least 15 years experience as Assistant Professor in the **AGP of Rs. 7000** (entry pay Rs. 25,790/- as per 7th Pay) and above **or** with **8 years** of services in the **AGP of Rs. 8000/-** (entry pay Rs. 29,900/- as per 7th Pay) and above including as Associate Professor along with **valid experience in educational administration.**

Teaching Experience						
Institution/ Organization	Position Held	AGP 7000/8000/ 9000/10000	Nature of Appointment	Period of appointment		Total Exp.
				From (Date)	To (Date)	

- Candidates should mention their teaching experience in the posts of Assistant Professor/Associate Professor/Professor etc. separately with AGP according to that post.
- Candidates are required to submit their appointment letters, university approval letters regarding appointment and CAS committee reports.)

Experience in educational administration					
Institution/ Organization	Position Held	Nature of Appointment	Period of appointment		Total Exp.
			From (Date)	To (Date)	

B) Comparable experience in research establishment and / or other institutions of Higher Education.

Institution/ Organization	Position Held	Nature of Appointment	Period of appointment		Total Exp.
			From (Date)	To (Date)	

C) 15 years of Administrative Experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Administrative experience					
Institution/ Organization	Position Held	Nature of Appointment	Period of appointment		Total Exp.
			From (Date)	To (Date)	

7. Other Qualifications and experience, if any.

8. Implementation of Innovative Administrative Practice (if any)

9. Knowledge of ICT :-

10. Patents, if any :-

11. Give your vision note on 'University Governance in the light of NEP implementation'.
(Please give details on separate sheet)

12. Current employment information :

(a)	Present position :	
(b)	Date of appointment :	
(c)	Name of Institution/ Organization where employed :	
(d)	Pay Level :	
(e)	Total Salary Rs. :	

(Attach Last Pay Certificate, if any)

13. Names of persons who have given testimonials.

- 1) _____
2) _____

14. Names and addresses of not more than three persons to whom references may be made

- 1) _____

2) _____

3) _____

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

Place : Mumbai

Date :

(Signature of candidate)

Annexure – ‘B’

NO OBJECTION CERTIFICATE

Certified that Shri/Smt./Kum. _____ is working as _____ in the subject _____ in the Department of _____ w.e.f. _____ in the pay scale / pay band of Rs. _____ with Academic Level _____. This office has no objection if he/she is selected for the post of _____ in the University of Mumbai and will be relieved within the stipulated period.

It is further certified that the candidate has no pending Inquiries/ Disciplinary action.

Place :

Date :

Designation & Seal

Signature of employer

Annexure – ‘C’

Declaration

Form-A
(See Rule-4)

I, Shri/Smt./Kum. _____ Son/daughter/wife of
Shri _____ Age _____ years, resident of

_____ do hereby declare as follows :-

1. That I have filled my application for the post of _____
2. I have _____ (Number) living children as on today. Out of which no. of children born after 28th March, 2005 is _____.
(Mention dates of birth, if any)
3. I am aware that if any total number of living children are more than two due to children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place :

Date :

Signature