



# U. P. RAJARSHI TANDON OPEN UNIVERSITY, PRAYAGRAJ

(A State Open University of Uttar Pradesh, Established by U.P. Legislature Act. 10 of 1999)

Advt. No. : 53/2023

Dated : 16/08/2023

The U.P. Rajarshi Tandon Open University, Prayagraj, (U.P.) invites application for filling up the Post of Deputy Registrar.

Sl. No.	Name of Post	No. of Posts	Reservation Category	Pay Scale (in Rs.)
1.	Deputy Registrar	01	UR	Level-12 (As per 7 <sup>th</sup> C.P.C)

## Qualification

### Deputy Registrar :

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

(b) Nine years experience as Assistant Professor in the Academic Level-10 and above with experience in educational administration.

**or**

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

**or**

Five years of administrative experience as Assistant Registrar or in an equivalent post in Pay Band Rs. 15600-39100 + Grade Pay of Rs. 5400 (6<sup>th</sup> CPC)/ Level- 10 (7<sup>th</sup> CPC).

(c) Teachers appointed to the post of Deputy Registrar shall be entitled to appropriate Grade Pay for this post and shall not retain Academic Grade Pay of the teaching post held.

### **Note:**

1. Those who are in service should apply through proper channel.
2. Application fee of Rs. 1500/- to be deposited through RTGS/Demand Draft of any nationalized bank made in favour of **Finance Officer, U.P. Rajarshi Tandon Open University, Prayagraj**. Detail for RTGS is- **Account No.-86020100001623, Bank Name- Bank of Baroda, Branch- UPRTOU, Prayagraj, IFSC- BARB0VJRTOU**
3. Duly filled application form along with all documents, certificates, testimonials and self-attested copy of ITR/form- 16 issued by the employer as experience claimed (duly signed) must reach the office of **Registrar, U.P. Rajarshi Tandon Open University, Prayagraj-211021 (U.P.)** on or before 17/09/2023 till 5:00 p.m. by speed post/registered posts only.

4. The candidates are requested to attach original RTGS receipt/Demand Draft with their application form. Without fee applications shall not be entertained.
5. The envelope must be superscripted as application for the post of “Name of the Post”.
6. Age and Reservation will be as per State Govt. rules.
7. The eligibility of candidate will be determined as on date of advertisement.
8. Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee shall short list them for suitable candidates to be called for the interview.
9. No T.A./D.A. shall be given for attending the interview.
10. The University reserves the right not to fill the advertised post without assigning any reason.
11. The University reserves the right to withdraw advertised post at any time without giving any reason.
12. The University reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.
13. Call letters to attend the interview will be sent only to the candidates shortlisted by screening committee. No Correspondence will be made with applicants who are not eligible. Therefore, the candidates are advised to check University website/their e-mail ID regularly.
14. In case of any disputes, any suites or legal proceedings against the University the territorial jurisdiction shall be restricted to Hon'ble Allahabad High Court, Prayagraj, (U.P.) only.

**Instructions:**

- Addendum/corrigendum/notices to this advertisement, if any, shall be published only on the University website ([www.uprtou.ac.in](http://www.uprtou.ac.in)) and will not be published in the newspapers. Candidates are advised to check the University website regularly.
- Information to candidates for Interview or any other information related to date, time and venue of interview shall be intimated by e-mail only. No request for change of date/time for interview shall be entertained.
- No request for update of new information in the application form will be entertained.
- Applicants must read carefully all instructions, guidelines and eligibility conditions before filling up the application form for the advertised Post.

Registrar

