



Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam – 686 560, Kerala
Tel. 0481 – 2731050, 2733281. Web : www.mgu.ac.in

No. 235/AII(3)/ 2018/Admn.

Dated: 18th July 2018.

NOTIFICATION

Applications are invited Online from qualified Indian citizens for appointment to the posts of **REGISTRAR** and **CONTROLLER OF EXAMINATIONS** in the Mahatma Gandhi University, Kottayam, Kerala. (Vacancies anticipated in 2019)

SCALE OF PAY:

UGC Scale

QUALIFICATION :

A first or second class Masters' degree (or equivalent grade wherever grading system is followed) or equivalent qualification, 10 years teaching experience at University/ College level and 5 years administrative experience in a responsible post, including management of staff in a University or College or Education Department or similar institutions. (Academic qualifications, age and experience relaxable in the case of candidates otherwise highly qualified).

AGE:

Not less than 50 years and not more than 56 years, as on 01.01.2019, but relaxable in the case of those in University Service. Usual relaxation in the upper age limit shall be allowed in the case of candidates belonging to SC/ST, and other communities as per rules.

REGISTRATION FEE :

Candidates shall remit an amount of Rs. 5000/- as Registration Fee. SC/ST candidates need to remit Rs. 2500/- only. Fee should be remitted only through online payment, the facility of which is provided in the on-line application portal.

HOW TO APPLY

Application forms and other details can be downloaded from the University website, www.mgu.ac.in from 1st August 2018.

GENERAL CONDITIONS:

- Last date for online submission of application will be **11.59.59 p.m** on 15th September 2018.
- Four set of hard copies of completed applications, attested copies of certificates, testimonials etc., in proof of age, qualifications, experience etc., should reach the Deputy Registrar-II (Admn.), Mahatma Gandhi University, Priyadarsini Hills P.O., Kottayam-686 560 on or before 22nd September 2018.
- Those employed in Universities/ Government/Affiliated Colleges should submit their application through proper channel, as per Statutes/rules. Those employed in other institutions shall submit NOC from the employer concerned.
- Candidates if required should appear for an interview at their own expenses.
- Canvassing in any form will be a disqualification.
- Late and defective applications will summarily be rejected.

Sd/-

M R UNNI
REGISTRAR