



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

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## VACANCY FOR Assistant Registrar

**SGT University (NAAC A+ Grade Accredited)**, in its campus spread over 70 acres near Gurgaon, offers around 160+ programmes in Medical and Non-Medical domains. It nurtures more than seven thousand students and is a hub of activities involving the nation's who's who. It is a part of a group spanning the fields of education and hospitality. The University employs close to three thousand people. The campus has accommodation for employees and hostels for students and offers excellent support facilities such as shopping complex, medical facilities, sports, entertainment, and transportation. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport, Delhi.

**Name of the Post:** Assistant Registrar  
**No. of vacancies:** One  
**Age:** Preferably below 42 years.

### Qualification & Experience

- Candidate should have a Master's degree in a relevant discipline with minimum 55% marks or equivalent CGPA.
- 6-year experience as Section Officer in University.
- Relevant experience in the following areas: Academics, Student Welfare and Support, Secretarial Services, Legal, Contracts, or experience of similar nature.

### Duties/Responsibilities:

Lead in the effective management of academic programs, processes and services that delivers optimal support to students, faculty and to support the Dean in the design and implementation of academic programs and activities, including student admission, registration and records management.

Provide administrative support to the Registrar and other senior officials of Registrar's Office in managing the academic and administrative activities of the university:

- **Academic Administration:** Managing the academic activities of the university, including registration, course scheduling, and examination management. Ensuring that academic policies and procedures are followed and that records are properly maintained.
- **Administrative Support:** Providing administrative support to departments within the university, including managing correspondence, scheduling appointments, and organizing meetings.
- **Student Services:** Overseeing student services, including admissions, financial aid, and student affairs. Ensuring that student needs are met and that they receive appropriate support and guidance. To help the students for availing Scholarships under various Government Scholarships scheme. To lead the Student Section team of university.
- **Records Management:** Maintaining accurate records and databases of departmental activities, students, faculty, staff, research data, and financial transactions. Ensuring that records are secure and confidential, and that they comply with relevant laws and regulations. To oversee the Registration Branch of the University and report to the senior officials of Registrar's office.
- **Policy Development:** Participating in the development and review of policies and procedures related to academic and administrative activities. Ensuring that policies are consistent with the university's mission and objectives.
- **Communication:** Communicating with students, faculty, staff, and external stakeholders on behalf of the Registrar. Providing timely and accurate information and responding to inquiries



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and concerns.

- **Project Management:** Leading and participating in projects related to academic and administrative activities. Ensuring that projects are completed on time, within budget, and to a high standard.

## **How to apply:**

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and apply online or apply by Registered Post to the following Address:

**HR Department (Non-Teaching)**  
**SGT University**  
**(Shree Guru Gobind Singh Tricentenary University)**  
**Gurgaon-Badli Road, Budhera,**  
**Gurugram, Haryana 122505**

The last date of submission of online applications is 25<sup>th</sup> July 2024.

No TA/DA will be paid by the SGT University for attending the interview/test.

## **General Conditions:**

1. The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
2. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document/ information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of Indian Penal Code, 1860 for production of false information.
3. All correspondence from the University including test/interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the University regularly for updates.
4. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
5. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
- ~~7. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the~~



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University shall be final.

8. Candidates should possess the essential qualifications as on the closing date of application.
9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
11. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
12. Canvassing in any form will lead to disqualification.