

Eligibility Criteria for the post of Assistant Registrar by Direct Recruitment

1.	Name of Post	Assistant Registrar
2.	Classification	Group A
3.	Scale of Pay	<p>On initial appointment, pay shall be fixed in the Pay Matrix Level-10 as per 7th CPC (being corresponding pay level to Pay Band of Rs. 15,600 – 39,100 with Grade Pay of Rs 5400).</p> <p>After completing 8 years of service in this Pay Matrix, he will move to the next pay matrix level-11 of 7th CPC (being corresponding pay level of Grade Pay of Rs 6600 within the same Pay Band, but shall continue to be designated as Assistant Registrar.</p>
4.	Age limit for direct recruitment	Age: Not more than 40 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases).
5.	Educational and other qualifications required for direct recruitment for Assistant Registrar.	<p>Essential:</p> <p>(i) A Master's Degree from a recognized University with at least 55% marks or its equivalent grade.</p> <p>(ii) At least three years of relevant administrative experience in an office in Academics/Examinations/Finance & Accounts/Procurement/Human Resources Management in one or more of the following:</p> <p>(a) Central or State Universities or Research Institutions; (b) Central or State Government Departments and Agencies; (c) Autonomous Bodies under the Central or State Government; (d) Port Trusts; (e) Public Sector Undertakings; (f) Public Sector Banks or Financial Institutions; (g) Public Limited Companies.</p> <p><u>Desirable:</u></p> <p>Good knowledge of Information & Communications Technology.</p>

6.	Period of probation, if any	Two years for Direct Recruitment only.
7.	Age of Superannuation	60 years.
8.	Remarks	<p>(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>(3) IMU's decision as to what is "relevant administrative experience" shall be final.</p> <p>(4) The Vice Chancellor is authorized to devise an appropriate Screening Test.</p> <p>(5) Direct Recruitment will be done through an Online/Offline Screening Test and Interview</p>