



मोहनलाल सुखाड़िया विश्वविद्यालय, उदयपुर

MOHANLAL SUKHADIA UNIVERSITY : UDAIPUR

NAAC ACCREDITED 'A' GRADE STATE UNIVERSITY

**SYLLABUS & SCHEME OF EXAMINATION / JOB TEST FOR THE POST OF
DY. REGISTRAR & ASSISTANT REGISTRAR
AGAINST NOTIFICATION NO. 2017/3-A DATED 01.08.2017**

1. DY. REGISTRAR

ESSENTIAL QUALIFICATION

1. At least a Second class Post-graduate Degree OR MBA in HRD / Personnel branch etc.
2. Ten years experience of administration in a position involving Supervision, Control and Planning in an educational institution of Higher Learning or ten years experience of teaching / research in a multi-faculty College, University or an Institute of Higher Learning or ten years experience in Management of a Project of Academic significance sanctioned by a University, UGC or the Central or the State Government.

Relaxation :

Persons already working in this University on the post of Section Officer or any equivalent post and who does not possess Master's Degree but who are Graduate could be considered provided that such persons possess ten years experience of actual Supervision, Control and Planning on such post.

SCHEME OF EXAMINATION

The Job test for the post of Dy. Registrar shall include the following topics :

1. Basic knowledge & general awareness about (i) Act & Statutes of the University, (ii) The Rajasthan University Teachers and Officers (Selection for Appointment) Act, 1984, (iii) Rajasthan Service Rules (RSR).
2. Basic knowledge & general awareness about University of Udaipur Teachers (Conditions of Service) Rules, 1976 & University of Udaipur Service Conditions for Employees Other than Teachers' & Officers as Provided in the Act 1976
3. General knowledge about UGC and its working & UGC Guidelines for Appointment & Promotion of Teachers including amendments from time to time.

4. Basic knowledge & general awareness about Examination Pattern and Rules of the University & overall working of the University.
5. Command on Hindi & English language with proficiency in note sheet & letter drafting.
6. Proficiency in Word and Excel with other applications of COMPUTER.

The Job test based on work experience for the post of Dy. Registrar shall include the following process and shall carry the number of marks as shown against it. Only those candidates who have obtained qualifying marks i.e. 40% in Phase-I shall be eligible for personal interview in ratio of 1:10.

S.No.	Paper	Duration of Examination	Marks
Phase – I			
1.	Note Sheet Writing, Order preparation, and Minutes writing on any two topics	One Hour	50
Phase – II			
1.	Personal Interview		50

Explanation :

The recruitment to the posts of Dy. Registrar will be made by Direct recruitment from amongst who possess the academic qualifications prescribed for Dy. Registrar and having actual experience of administration - Supervision, Control and Planning on the post (selected through a process of selection and in the regular pay scale) or teaching / research (selected through a process of selection and in the regular pay scale) in a multi-faculty College, University or an Institute of Higher Learning or ten years experience in Management of a Project of Academic significance sanctioned by a University, UGC or the Central or the State Government .

The Direct recruitment of Dy. Registrar shall be made through Job test based on work experience as prescribed by the University. Each year or whenever required, University shall conduct an Job test for this post and shall prepare list in order of merit on the basis of Job test and interview and the appointments shall be made out of this list.

1. “Persons with disabilities” means a person who is eligible for appointment on the post of Dy. Registrar under the provision of the Rajasthan Employment of the Persons with Disabilities Rules, 2000.
2. In proof of being so disabled, the candidate shall be required to submit a certificate issued by an officer not below the rank of Chief Medical and Health Officer at the time of submitting his application to the University for appearing in the examination.

3. The standard of the papers will be based on work experience and on the Post-graduate Degree Examination of the University. The syllabus and scope of each paper for the examination will be as prescribed by the University from time to time and will be intimated to the candidates within the stipulated time in the matter as University deem fit.
4. The Job test will be of theoretical type.
5. Only those candidates who have obtained qualifying marks i.e. 40% in Phase-I shall be called for personal interview in ratio of 1:10.
6. The marks obtained by a candidate in the Phase-I and Phase-II will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list.

2. ASSISTANT REGISTRAR

ESSENTIAL QUALIFICATION

1. At least a Second class Post-graduate Degree OR MBA in HRD / Personnel branch etc.
2. Five years experience of administration in a position involving Supervision, Control and Planning in an educational institution of Higher Learning or five years experience of teaching / research in a multi-faculty College, University or an institute of Higher Learning or five years experience in Management of a Project of Academic Significance sanctioned by a University, UGC or the Central or the State Government.

Relaxation :

1. Relaxation in experience by two years can be made in case of SC/ST/OBC.
2. Persons already working in this University on the post of Section Officer or any equivalent post and who does not possess Master's Degree but who are Graduate could be considered provided that such persons possess six years experience of actual Supervision, Control and planning on such post.

SCHEME OF EXAMINATION

The Examination & Job test for the post of Asstt. Registrar shall include the following topics :

1. Language proficiency Hindi & English both.
2. Test of reasoning and computational skill.
3. Office Management process – drafting, note sheet writing.
4. Precise writing
5. Knowledge about Apex bodies relating to Higher Education such as UGC, AICT, NCTE, RUSA, NAAC.
6. University organizational set up and its management.
7. Terms & terminologies used in University Administration.
8. Proficiency in Word and Excel with other applications of COMPUTER

The Examination & Job test based on work experience for the post of Asstt. Registrar shall include the following process and shall carry the number of marks as shown against it. Only those candidates who have obtained minimum 40% qualifying marks in each Phase-I and Phase-II – Job Test shall be called for personal interview in ratio of 1:10 based on merit.

S.No.	Paper	Duration of Examination	Marks
Phase – I			
1.	General Awareness, English, Hindi, Test of Reasoning and Computational Skill	One Hour	50
Phase – II			
1.	Job Test	30 Minutes each	30
2.	Personal Interview		20

Explanation :

The recruitment to the posts of Asstt. Registrar will be made by Direct recruitment from amongst who possess the academic qualifications prescribed for Asstt. Registrar and having actual experience of administration - Supervision, Control and Planning on the post (selected through a process of selection and in the regular pay scale) or teaching / research (selected through a process of selection and in the regular pay scale) in a multi-faculty College, University or an Institute of Higher Learning or five years experience in Management of a Project of Academic significance sanctioned by a University, UGC or the Central or the State Government .

The Direct recruitment of Asstt. Registrar shall be made through Examination & Job test based on work experience as prescribed by the University. Each

year or whenever required, University shall conduct an Examination & Job test for this post and shall prepare list in order of merit on the basis of Examination, Job test and interview and the appointments shall be made out of this list.

1. “Persons with disabilities” means a person who is eligible for appointment on the post of Assistant. Registrar under the provision of the Rajasthan Employment of the Persons with Disabilities Rules, 2000.
2. In proof of being so disabled, the candidate shall be required to submit a certificate issued by an officer not below the rank of Chief Medical and Health Officer at the time of submitting his application to the University for appearing in the examination.
3. The standard of the papers will be based on work experience and on the Post-graduate Degree Examination of the University. The syllabus and scope of each paper for the examination will be as prescribed by the University from time to time and will be intimated to the candidates within the stipulated time in the matter as University deem fit.
4. The Examination will be held in Phase-I and Job test in Phase-II. The papers of Phase-I will be objective type and Phase-II Job test will be of theoretical type.
5. Only those candidates who have obtained minimum 40% qualifying marks in each Phase-I and Phase-II – Job test shall be called for personal interview in ratio of 1:10 based on merit.
6. The marks obtained by a candidate in the Phase-I, Phase-II and personal interview will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list.

REGISTRAR