



EDUCATION OF HUMAN POWER FOR TECHNOLOGICAL EXCELLENCE

**SHRI GURU GOBIND SINGHJI**  
**INSTITUTE OF ENGINEERING & TECHNOLOGY,**  
**VISHNUPURI, NANDED - 431 606 (M.S.)**  
*(Government Aided Autonomous Institute)*  
Website: [www.sqgs.ac.in](http://www.sqgs.ac.in) Tel : ( D )02462-229234 Fax No. 229236

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**NOTIFICATION**

Advertisement for the **institute level** post of "**REGISTRAR**"

**Walk in interviews**

Adv.No. SGGSE&T/EST/Registrar-Recruit/2019/02

Dt. 31/05/2019

Walk in interviews are arranged for eligible candidates for the appointment to the institute level post of "**REGISTRAR**" of the Institute on purely temporary basis for a period of initially one year and extendable up to three years on 07/06/2019 (11.00 a.m.) at SGGSE&T Vishnupuri, Nanded .

1. Educational Qualifications:

- i. Ph.D. Degree or its equivalent from a Government approved Institute / University preceded with first class at U.G. / P.G. level or its equivalent from approved Institute or its equivalent.
- ii. Teaching and administrative experience at an institution of higher education or research for a minimum of 15 years, with a minimum of 08 years being spent in a responsible position equivalent to that of Assistant Professor (prerevised)/Associate Professor

2. Experience: Experienced professionals having worked in Group A services ( i.e. Govt/Govt. Aided Polytechnics, Govt/Govt. Aided Engineering colleges) on the post of Associate Professor or equivalent with more than 10 years' experience as associate professor / Head or equivalent position.

3. Age limit : Maximum up to 65 years.

4. Non Ph.D. experienced/retired candidates from Govt. Govt/Govt.Aided services may be considered as administrative Consultant instead of registrar for which duties and responsibilities, salary will be suitably offered.

5. The candidate should bring the following documents at the time of interview:

- a. All original certificates with photocopies of the relevant documents indicating age, qualifications, category and experience.
- b. Filled "Application Form for Registrar" as per prescribed format.

## 6. Duties and Responsibilities:

The Registrar, shall be the Administrative Officer of the Institution, responsible for its proper governance and administration, and shall work directly under the directions and control of the Director. The Registrar shall -

- Prepare and update the handbook of Statutes, Ordinances and Rules and Regulations, as approved by authorities, bodies or committees from time to time. He also has to make these available to all the respective members of authorities and functionaries of the Institute.
- Be responsible to redress of the complaints / grievances.
- Give suggestions in regards to the improvement of administration and consider them for appropriate action.
- All the time, supervise the administration of the Institute;
- Sanction all kinds of leave to non-academic staff and make substitute appointments and engage casual labour with the prior permission of Director;

7. Salary: Rs 60,000/- or (Pay minus pension for retired persons from Govt./Govt. aided institutes) whichever is more.

8. Reporting Venue: Board Room, SGGSI&T Nanded at 11.00 AM

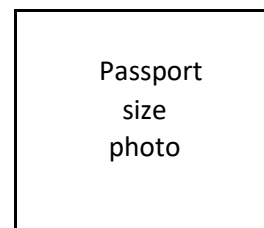
9. The institute reserves all the right to fill or not to fill the post(s) advertised

Director  
SGGSIE&T, Nanded

# APPLICATION FORM

Date://2019

To,  
The Director,  
SGGS Institute of Engineering & Technology,  
Vishnupuri, Nanded - 431 606



Sir,

With reference to your advertisement I am submitting my application for the post of "**Registrar**" on purely temporary basis. My resume with bio-data is given below.

1. Name (Mr./Mrs./Kum.) :

(IN BLOCK LETTERS): (Surname) (First Name) (Last Name)

2. Postal Address :

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3. Permanent Address : PIN: \_\_\_\_\_

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4. E-mail Id : PIN: \_\_\_\_\_

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5. Telephone with STD Code :

(Land-Line/Fixed Wireless)

6. Cell number (mobile) :

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7. Date of Birth : Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
(please attach copy of certificate)

8. Age as on /05/2019 : \_\_\_\_\_ years \_\_\_\_\_ month(s) \_\_\_\_\_ day(s)

9. Whether you belong to  
Reserved Category? : YES / NO

10. If yes above, tick mark the category to which you belong :

SC	ST	VJ	NT-1	NT-2	NT-3	SBC	OBC

(Attested photocopy of Caste, Caste Validity must be attached as a proof in respective cases)

11. Nationality : \_\_\_\_\_

12. Domicile status of Candidate : Maharashtra State / Other State (mention)  
(Strike out whichever is not applicable)

13. Whether Candidate is Physically:  
Handicapped? YES / NO  
If yes above, mention percentage  
of disability: \_\_\_\_\_  
(Attach Physically Handicapped Certificate issued by District Civil Surgeon)

14. Educational Qualifications:  
(Attach attested copies of marks-sheet and certificates)

Examination	Name of the Institute/ University/Board	Subject / Specialization	Year of Passing	Percentage of Marks / Grade
S.S.C. (X)				
H.S.C. (XII)				
Diploma				
Graduation				
Post-Graduation				
Ph.D.				

\* Please specify name of the diploma / degree

15. **Experience** (Teaching, Industrial and Research): *Use separate sheet(s) if required*

Name of the Institute	Post Held	Period	Number of years

**:: DECLARATION :**

I hereby declare that, all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the concerned advertisement, my candidature / appointment is liable to be cancelled / terminated.

Place:

Date:

Signature of the Candidate