



### Applications are invited for Executive Registrar (ER) position

As envisioned by Sri Sri Ravi Shankar Ji, Sri Sri University (SSU) was established in 2009 at Cuttack, Odisha is a center for world-class education in India. The SSU imparts holistic and value-integrated education to students from India and abroad. It has a sprawling 188 acres of green and serene campus on the banks of the river Kathajodi.

The University seeks a dynamic and innovative academic leader from a prestigious institution, with a proven track record in institution building, academic administration, governance, statutory compliance, and fostering academic-industry collaborations at both national and global levels, to fill the position of **Executive Registrar**.

Positions	Eligibility	Pay	Essential Qualification
<b>Executive Registrar</b>	i. Master’s degree with at least 55% marks or its equivalent Grade of ‘B’ in the UGC seven Point scale. ii. P.hd preferable. iii. Upper Age limit : 55 years	As per UGC norms	a) At least 15 years' of experience as Assistant Professor in the level 11 and above or with 8 years of service in the level 12 along with experience in educational administration. <u>or</u> b) Comparable experience in research establishment and/or other institution of higher education. <u>or</u> c) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

#### Job Description:

The Registrar shall act as Non-member Secretary of the Board of Governors, Academic Council and such other authorities, bodies, and committees as prescribed by or under the University Act and Regulation. Executive Registrar shall work directly under the supervision, direction and control of the Vice Chancellor.

Executive Registrar shall discharge all the functions and duties assigned by the Act and Regulation. In addition thereto, the Executive Registrar shall also discharge all the duties and perform all the functions assigned to him by the Core Committee or the Vice Chancellor.

#### How to Apply:

The recruitment details and application form can be found on the University's website ([www.srisriuniversity.edu.in](http://www.srisriuniversity.edu.in)). Applicants are required to submit their applications in the prescribed application form, marked with "**Application for the post of Executive Registrar**" to the **HR Department, Sri Sri University, Sri Sri Vihar, Ward No – 3, Godi Sahi, Cuttack – 754006, Odisha, India, on or before 4:00pm on 31<sup>st</sup> May 2024**. Additionally, candidates must provide three references from whom the University may conduct a reference check. Applicants currently employed in State and Central Government Offices/Semi-Government Offices/Semi-Government Institutions/Public Sector Undertakings are advised to apply through the proper channel.

**Or**

Candidates are requested to send the completed form (available on the Career Page of the website) along with an updated CV to [jobs@srisriuniversity.edu.in](mailto:jobs@srisriuniversity.edu.in) on or before **4:00 PM on 31<sup>st</sup> May 2024**. Shortlisted candidates will undergo a selection process.

**Campus:** Sri Sri Vihar, Ward No. 3, Godi Sahi, Cuttack-754006

**Website:** [www.srisriuniversity.edu.in](http://www.srisriuniversity.edu.in)

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