



**UNIVERSITY OF MUMBAI**  
**Fort, Mumbai - 400 032**

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Advertisement No.UoM/Estab.I/01 & 02/2017

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Applications are invited from the eligible candidates for the following posts on the establishment of the University of Mumbai **in the pay scale of Rs. 37400-67000 + A.G.P. of Rs.10000/-** for the candidates from teaching profession and **Rs.37400-67000 + G.P. of Rs.8900** for the non-teaching candidates.

- 1) **Registrar (One Post)**
- 2) **Director, Board of Examinations and Evaluation (One Post)**

Full details regarding the above mentioned posts can be viewed on the University website :[www.mu.ac.in](http://www.mu.ac.in) by clicking under the link “Career”. Application forms can be downloaded from the website.

**\* The last date to receive the applications is 7<sup>th</sup> August, 2017.**

Dated : 20<sup>th</sup> July, 2017

Sd/-  
**REGISTRAR**

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## UNIVERSITY OF MUMBAI

Advertisement No.UoM/Estab.I/01/2017

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Applications are invited in the prescribed form for the post of **Registrar** on the Establishment of University of Mumbai in the **Pay Band of Rs. 37400-67000+ A.G.P. of Rs.10000/-** for the candidate from teaching profession or **Rs.37400-67000 + G.P. of 8900** for non-teaching candidates. The post is open, however, the candidates belonging to any other category can also apply.

**Age** : Unless already in the service of Universities or affiliated Colleges, *the candidate shall not be less than 45 years of age.*

**Retirement Age** : 58 years except in the case of person appointed as Registrar from teaching cadre whose age of retirement shall be 60 years.

**Accommodation** : The Registrar will be provided with rent-free quarter.

**Nature of appointment** : Appointment of the Registrar shall be for a term of five years and shall be eligible for reappointment for only one more term of five years.

**Qualifications and Experience** : Possess a Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale; **and**

- (a) At least 15 years experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of services in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration, **Or**
- (b) Comparable experience in research establishment and/or other institutions of Higher Education, **Or**
- (c) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post,

**Relaxation in Qualification :**

- i) The minimum requirement of 55% of marks at the Master's degree level is relaxable for the existing incumbents who are already in the University System.
- ii) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the S.C./S.T. category candidates.
- iii) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19<sup>th</sup> September, 1991.

**Instructions to the candidates**

- 1) Knowledge of Marathi is essential.
- 2) The application will be accepted from 20<sup>th</sup> July, 2017 to 7<sup>th</sup> August, 2017. The applications received after the last date mentioned above will not be entertained.
- 3) Candidates called for interview will have to be present themselves at their own expenses.
- 4) The prescribed application form may be downloaded from the University website **www.mu.ac.in**.
- 5) Application in the prescribed form (Two copies) together with attested copies of certificate/s should be sent in an envelope superscripted "Application for the post of **“REGISTRAR”**, on the dates mentioned above to the Registrar, University of Mumbai, Room No.01, Fort, Mumbai-400 032 **so as to reach the same before 5.30 p.m. on 7<sup>th</sup> August, 2017.**
- 6) Applicants belonging to reserved category should submit Demand Draft of Rs.250/- and the applicants of open category should submit Demand Draft of Rs.500/- as the cost towards processing fee for each post, drawn in favour of "The Finance and Accounts Officer, University of Mumbai" payable at Mumbai.
- 7) As per the General Administration Department, Mantralaya, Mumbai-32 Notification No.SRV.2000/CR(17/2000)/XII, dated 28<sup>th</sup> March, 2005 in respect of 'Small Family' a person who desires to apply for any post in Group A, B, C and D in any Government Service shall submit, alongwith the application form, a declaration form in prescribed FORM.
- 8) Qualifications, relevant experience and age shall be considered as on last date of receipt of application.
- 9) On verification, if it is found that the information received from an applicant is faulty and or is based on faulty certificates will be liable for legal action and the selection will be immediately cancelled.
- 10) Candidates already in the service shall submit their applications through proper channel.

- 11) Canvassing directly or indirectly will be a disqualification.
- 11) Applications with incomplete information, erased/wrong information, in respect of educational qualifications, experience, age, caste certificate if certificates are not attested etc. and without processing fee will not be considered. No correspondence in this respect will be made.
- 12) University will not be responsible for the applications misplaced or lost or delayed by the Postal department.
- 13) The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be made applicable.

Mumbai- 400 032

Date : 20<sup>th</sup> July, 2017

**Sd/-**  
(Dr. M.A. Khan)  
Registrar.



**UNIVERSITY OF MUMBAI**  
**Fort, Mumbai - 400 032.**

Advertisement No.UoM/Estab.I/01/2017

Dated : 20<sup>th</sup> July, 2017

D.D. to be enclosed for Open Category Rs.500 and Reserved Category Rs.250

D.D. No. \_\_\_\_\_ dated \_\_\_\_\_

Name of the Bank and Branch : \_\_\_\_\_

Affix  
passport  
size  
photo

To,  
The Registrar,  
University of Mumbai,  
Fort, Mumbai - 400 032.

Sub :- Application for the post of REGISTRAR.

Please [ √ ] wherever applicable

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname																		
	First name																		
	Middle name																		

2.

Current postal address (in BLOCK letters)																			
Email ID																			
Mobile No.																			
Tel. No.																			

3.

Date of Birth																			
Age			Years			Months				Days									
Birth Place																			
Nationality																			
Male/Female																			
Married/Unmarried																			

4.

Caste category	S.C.	S.T.	D.T.(A)	N.T.			S.B.C.	O.B.C.	OPEN
				B	C	D			

5. Post applied under which category (Open/Reserved) : \_\_\_\_\_

6.

Educational Qualifications					
Examination	University/ Board	Month and Year of Passing	Subject	Percentage of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post- Graduate					
Doctor's Degree					
Any other qualification					

7.

Teaching/Technical/Professional Administrative Experience				
Institution/ Organization	Year	Position Held	Nature of Appointment	Period of appointment with dates

8. Other Qualifications and experience, if any.

9. Patents, if any

10. (a) Present position : \_\_\_\_\_

(b) Name of Institution/ Organization where employed : \_\_\_\_\_  
\_\_\_\_\_

(c) Salary : \_\_\_\_\_

Pay Rs. \_\_\_\_\_ in the pay-scale (pay band) of Rs. \_\_\_\_\_

D.A. Rs. \_\_\_\_\_

H.R.A. Rs. \_\_\_\_\_

C.L.A. Rs. \_\_\_\_\_

Other Rs. \_\_\_\_\_

Allowances, if any \_\_\_\_\_

Total Rs. \_\_\_\_\_

(d) Date of appointment : \_\_\_\_\_

(e) Date of next increment : \_\_\_\_\_

(f) Attach Last Pay Certificate, if any

11. Names of persons who have given testimonials.

1) \_\_\_\_\_

2) \_\_\_\_\_

12. Names and addresses of not more than three persons to whom references may be made

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

I hereby declare that all statements made by me 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, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

Place :

Date :

(Signature of candidate)  
(Please turn over for "Instructions to candidates")

## INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications **through proper channel**.
2. Candidates should send with their applications **attested copies** of the degree or diploma certificates and statements of marks and other certificates in support of their educational qualifications and experience; and of the Matriculation or equivalent certificates in support of their age.
3. Candidates should also attach copies of the following documents with their applications:-
  - (a) Caste certificate from the competent authority if the candidate belongs to Scheduled Caste/Scheduled Tribe/Denotified Tribe/Nomadic Tribe.
  - (b) Certificate from the employer stating the pay and allowances drawn at present.
  - (c) Testimonials.
4. If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidates and the same may be sent with the applications.
5. Every application should be sent **in two copies** together with all enclosures.
6. Applications should be sent to the Registrar, (Establishment Section), University of Mumbai, Fort, Mumbai-400 032, so as to reach him on or before the last date prescribed.
7. Any change in address given in column 2 of the application form should at once be communicated to the Registrar, (Establishment Section), University of Mumbai, Fort, Mumbai- 400 032.
8. Incomplete applications will not be considered.
9. Candidates are advised to satisfy themselves before applying that they possess prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
10. Candidates called for interview will have to present themselves at their own expenses.
11. Canvassing direct or indirect, will be treated a disqualification.

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Check list for the candidates (to be attached to the application)

Please [ √ ] wherever applicable

- 1) Application duly completed :Yes/No
- 2) Self attested photograph affixed on the application : Yes/No
- 3) Application signed : Yes/No
- 4) An attested copy of each of the following certificate is attached.
  - a) Date of Birth/Age Certificate
  - b) Caste Certificate and Caste validity certificate
  - c) Physically handicapped certificate, if applicable
  - d) Small family declaration certificate
  - e) Educational qualification documents
  - f) Experience certificate.
  - g) Any other certificate.

**Declaration**

Form-A  
(See Rule-4)

I, Shri/Smt./Kum. \_\_\_\_\_ Son/daughter/wife  
of Shri \_\_\_\_\_ Age \_\_\_\_\_  
years, resident of \_\_\_\_\_  
\_\_\_\_\_ do

hereby declare as follows :-

1. That I have filled my application for the post of \_\_\_\_\_
2. I have \_\_\_\_\_ (Number) living children as on today. Out of which no. of children born after 28th March, 2005 is \_\_\_\_\_ .  
(Mention dates of birth, if any)
3. I am aware that if any total number of living children are more than two due to children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place :

Date :

Signature

महाराष्ट्र नागरी सेवा (लहान कुटुंबाचे प्रतिज्ञापन) नियम, २००५ मधील प्रतिज्ञापनाचा नमुना-अ

प्रतिज्ञापन  
नमुना - अ  
(नियम ४ पहा)

मी श्री/श्रीमती/कुमारी -----,  
श्री -----यांचा /यांची/ मुलगा/मुलगी/पत्नी,  
वय ----- वर्ष, राहणार ----- यांद्वारे पुढील प्रमाणे असे  
जाहिर करतो/करते की,

- (१) मी ----- या पदासाठी माझा अर्ज दाखल केलेला आहे. (असल्यास, जन्म दिनांक नमूद करावा)
- (२) आज रोजी मला ----- (संख्या) इतकी हयात मुले आहेत, त्यापैकी दिनांक २८ मार्च, २००५ यानंतर जन्माला आलेल्या मुलांची संख्या ----- आहे. (असल्यास, जन्म दिनांक नमूद करावा.)
- (३) हयात असलेल्या मुलांची संख्या दोनपेक्षा अधिक असेल तर दिनांक २८ मार्च, २००६ व तदनंतर जन्माला आलेल्या, मुलामुळे या पदासाठी मी अनर्ह ठरविण्यास पात्र होईन याची मला जाणीव आहे.

ठिकाण :-

दिनांक :-

सही