



# Mahatma Gandhi University

PRIYADARSINI HILLS P.O., KOTTAYAM - 686 560

(Established by Kerala State Legislature by Notification  
No. 3431/Leg. CI/85/Law, dated 17<sup>th</sup> April 1985)

Ad All/3/235/2018/Admn

26.06.2019

## NOTIFICATION

Online applications are invited from qualified candidates presently employed in State/Central Government Service, for appointment to the posts of REGISTRAR, CONTROLLER OF EXAMINATIONS and FINANCE OFFICER on deputation basis in Mahatma Gandhi University, Kottayam, Kerala. The appointment shall be for a period of four years from the date on which he enters upon his office or till he completes the age of Fifty-six years, which ever is earlier and on such terms and conditions as may be prescribed by the statutes and subsequent amendment thereon. The age, qualification and experience for the above posts are detailed below:

### I. REGISTRAR:

**Scale of Pay:**

Rs. 37400-67000+ AGP 10000

**Age:**

Not less than 45 years and not more than 52 years as on 01.01.2019

**Qualification And Experience :**

A first or second class Masters' degree (or equivalent grade wherever grading system is followed) or equivalent qualification, 10 years teaching experience at University/ College level and 5 years administrative experience in a responsible post, including management of staff in a University or College or Education Department or similar institutions. (Academic qualifications, age and experience relaxable in the case of candidates otherwise highly qualified).

### II. CONTROLLER OF EXAMINATIONS:

**Scale of Pay:**

Rs. 37400-67000+ AGP 10000

**Age:**

Not less than 45 years and not more than 52 years as on 01.01.2019

**Qualification and Experience:**

A first or second class Masters' degree (or equivalent grade wherever grading system is followed) or equivalent qualification, 10 years teaching experience at University/ College level and 5 years administrative experience in a responsible post, including management of staff in a University or College or Education Department or similar institutions. (Academic qualifications, age and experience relaxable in the case of candidates otherwise highly qualified).

### **III. FINANCE OFFICER**

**Scale of Pay:**

Rs. 37400-67000+ AGP 10000

**Age:**

Not less than 45 years and not more than 52 years as on 01.01.2019

**Qualification and Experience:**

Associate Member of the Institute of Chartered Accountants (ACA) and five years experience after passing C.A. or equivalent.

**HOW TO APPLY**

All the prospective candidates are directed to submit online application available in the University website, [www.mgu.ac.in](http://www.mgu.ac.in) from **03.07.2019**.

**GENERAL CONDITIONS:**

- Last date for online submission of application will be **11.59.59 p.m** on **02.08.2019**.
- Four set of hard copies of completed applications, attested copies of certificates, testimonials etc., in proof of age, qualifications, experience etc., should reach the Deputy Registrar-II (Admn.), Mahatma Gandhi University, Priyadarsini Hills P.O., Kottayam-686 560 on or before **09.08.2019**.
- Those employed in Universities/ Government/Affiliated Colleges should submit their application along with the NOC from the employer concerned.
- Late and defective applications will summarily be rejected.

**Dr.K Sabukuttan**  
**REGISTRAR (i/c)**