



JHARKHAND UNIVERSITY OF TECHNOLOGY

(Jharkhand University of Technology Campus)

Sirkha –Toli, Namkum, Ranchi- 834010 (www.jutranchi.ac.in)

Advt. No. –JUT-1297/2023/1466

/Ranchi, Date:-18/09/2023

Job Advertisement: Registrar Position on deputation at JUT, Ranchi

Jharkhand University of Technology (JUT) in Ranchi invites applications for the position of Registrar on **deputation basis** from experienced individuals working in PSUs, Government Universities, CSIR Labs, DRDO or Government agencies or equivalent institution or Organizations.

Position: Registrar **Location:** Ranchi, Jharkhand

About JUT Ranchi: JUT Ranchi is a leading institution committed to excellence in technical education, Research and innovation. With a strong focus on nurturing talent and fostering academic growth, we are poised to take our institution to grater heights. As we embark on this journey, we are seeking a dynamic and experience individual to join our team as the registrar.

Key Responsibilities:

- Serve as the custodian of university records and oversee administrative functions.
- Ensure compliance with statutory requirements and maintain the integrity of academic processes.
- Facilitate efficient management of academic and administrative affairs.
- Collaborate with various departments to implement academic policies and regulations.
- Support strategic planning and policy formulation to enhance the institutions reputation.

Qualifications and Experience:

- As per UGC Regulation, 2018.
or
A minimum of 15 years of experience in administrative roles in PSU, CSIR Labs or Government agencies or equivalent.
- Proven track record of effective leadership and team management.
- Excellent communication and interpersonal skills.
- Strong Organizational and Administrative capabilities.
- In-depth understanding of higher education policies and Procedures.

How to Apply: Interested candidates meeting the qualifications and experience criteria are requested to submit their applications along with detailed CV and a cover letter explaining their suitability for the role.

Please send your application to jut-assist.registrar@jharkhandmail.gov.in & Cc vc-jut@jutranchi.ac.in by 2nd October 2023.

18.09.23
Registrar

Jharkhand University of Technology,
Ranchi

(Signature)