



**Advertisement No. 03/2024-25**

**(Positions of the Registrar and the Controller of Examination on tenure basis)**

Banaras Hindu University (BHU), Varanasi invites online applications through **Samarth portal** for the following posts to be filled for fixed tenure of up to 5 years or till attaining the age of 62 years, whichever is earlier -

Sl. No.	Name of the Post	No. of Posts	Pay level	Essential qualification & Desirable qualification
1.	Registrar	01 UR	Level-14	<p><b>E.Q.:</b> a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above <b>OR</b> with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, <b>OR</b> Comparable experience in research establishment and/ or other Institutions of higher education, <b>OR</b> 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>D.Q.:</b> Ph.D. degree, Degree in Management or L.L.B., Knowledge of Computers, Experience of e-governance.</p>
2.	Controller of Examination	01 UR		

**General Conditions:**

1. Appointment to the posts of Registrar and Controller of Examination at BHU shall be made on a tenure basis initially for a period of **five years**. However, officers after attaining the age of superannuation at his/her parent organization may continue at BHU as a Registrar or a Controller of Examination, upto the age of 62 years or five years whichever is earlier.
2. The appointment of Registrar/Controller of Examination shall be made for a term of 5 years (selected candidates shall also be eligible for re-appointment for a second term) or till the age of superannuation, whichever is earlier.
3. The applicant officer is expected to have at least an overall grading of "Very Good" in the past five APARs/ACRs starting from 2018-19. The officer may also submit advance copies of their application forms directly before the last date of the application form. However, at the time of interview, applicants will have to submit the No Objection Certificate/ Vigilance clearance & certified copies of APARs/ACRs from their employer.

4. The selected candidates will have to sign a contract of employment with the BHU. The roles and responsibilities of the Registrar and the Controller of Examination shall be governed by the Acts, Statutes & Ordinances of the BHU.
5. On-campus accommodation and medical facilities are available.
6. The incumbent will not have any legal right to claim regularization/appointment by absorption or any other form of further engagement upon completion of the tenure.
7. The service of appointee may during the period of contract, be terminated by the University at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned. Provided always the University may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months. The appointee may terminate his service by giving to the University three calendar months notice in writing.
8. Fulfilling qualifying norms does not entail a call for an interview. Only candidates shortlisted on the basis of better qualification and quality of relevant experience will be called for the presentation and if further shortlisted will be called for an interview before a duly constituted Selection committee.
9. Selection will be based on the interview, and only the shortlisted candidates will be informed well in advance of the interview's date, time and mode.
10. Outstation candidates called for interview will be reimbursed travel expenses (up to economy class air fare) from the place of residence to Varanasi and back, as per instructions in the call letter, on the production of tickets.
11. No interim correspondence will be entertained.
12. Any form of canvassing will lead to automatic disqualification.
13. The University reserves the right to reject any or all applications without assigning any reasons. The University reserves the right to waive/relax any conditions.
14. Interested eligible candidates may apply online at the university website ([www.bhu.ac.in/rac](http://www.bhu.ac.in/rac)).

The last date for submission of the online application form is **03/01/2025. upto 5:00 P.M. (IST)**. The downloaded application form along with supporting documents should reach to the Office of the Registrar, Recruitment & Assessment Cell, Holkar House, BHU, Vararansi-221005 on or before **08/01/2025 upto 5:00 p.m.**

Dated: 04.12.2024

Registrar, BHU