JADAVPUR UNIVERSITY
KOLKATA – 700 032

Dated:03.11.2026

DETAILS OF THE EMPLOYMENT NOTIFICATION NO : A2/C/3/2026 dt. 03.11.2026

(In continuation to the Employment Notification No. A2/C/03/2025 dated 12.11.2025, those applied against the advertisement, need not apply again. They may update their information.)

The University invites application from Indian Nationals in the prescribed form for the following post:

1. Registrar : One post (UR)

Qualifications :

a. Essential **: *i)*** Uniformly good academic record with a Master's Degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

ii) At least 15 years' experience as Sr. Lecturer / Reader / Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, or in an Institute of Higher Learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.

iii) Age not less than 40 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable **: *i)*** A Doctorate Degree or published research work of merit.

ii) High level of administrative experience in a government or Quasi Government organization or a good background in administration and management in senior position.

Pay : Rs. 1,44,200 at Pay Level 14 (Rs. 1,44,200 - 2,18,200/-)

DEADLINE FOR SUBMITTING APPLICATION IS " 25.11.2026"(payment link closes at 04.00 p.m.)

FILLING UP / SUBMISSION OF APPLICATION FORM AND OTHER RELATED INSTRUCTIONS :

1. Blank application form in 'pdf' format is available at the JU website : www.jadavpuruniversity.in Download the application form for filling up.
2. Please pay the application fee of Rs. 500/- (US $ 50.00 or its rupee equivalent for Indian citizen staying outside) as indicated in the JU website (www.jadavpuruniversity.in). Follow instructions for making payment and take print out of the receipt of payment / challan obtained. For making online payments, (a) Net banking, (b) Debit / Credit / Rupay card, (c) Challan (for making cash payment at SBI branches) options will be available. Use anyone of the options for making payment (from within India).

3. Please submit seven hard copies of the complete application form (one original and seven photocopies) along with all enclosures including attested/self attested photocopies of all certificates and testimonials (in a single copy). Filled-in applications are to be submitted either by post **Under Certificate of Posting,** preferably by **Registered Post** to the '**Vice-Chancellor, Jadavpur University, Aurobindo Bhavan, 188, Raja S.C. Mallick Road, Jadavpur, Kolkata – 700 032'** or in person to the **'Information Office'** on all working days **within 11.00 a.m. to 4.00 p.m.**

4. Please super scribe the envelop with the name of the post applied for and the Advertisement Number.

5. Those who are already in service should apply through proper channel.

6. Canvassing in any form will disqualify a candidate.

7. **Essential qualifications prescribed are the minimum and mere possession of them will not entitle applicants to be called in for interview. If the number of applications received in response to the advertisement is large and it is not convenient for the University to interview all the applicants, the number of candidates for interview may be restricted to a reasonable limit on the basis of qualifications, experience and other credentials or by any other suitable method decided by the Screening Committee of the University.**
8. University reserves the right to keep all or some of the vacancy if circumstances so warrant.
9. The selection of advertised posts need not necessarily be confined only to those who formally apply.
10. **Only shortlisted candidates will be communicated for interview to their respective postal address and email address as registered during application.**
11. Equivalence of the parameters based on academic / research experience / publications (if required) and concerned / relevant / allied subject may be decided by respective screening committee of the concerned University.
12. Photocopies of all testimonials and certificates must be submitted at the time of interview(if called) and the originals of the same will be required for necessary verification.
13. Only selected candidates will be communicated to their respective postal address and email address as registered during application.
14. **All candidates shortlisted for the interview must be present physically before the Selection Committee on the day of the interview. There shall be no exception in this regard.**
15. ***All qualifications, experience and age will be recognized till the last date of submission of application.***
16. ***Please follow JU website for any update / notification time to time regarding above selections.***
17. University will not be liable for any kind of postal delay / glitches in email communication.
18. Incomplete applications will be rejected without any intimation.
19. Apply separately for more than one post paying fees accordingly.
20. **Those who have already applied previously for the post of Registrar (Advt. No. A2/C/3/2025 dt.12.11.2025) need not apply again. However, they may submit their updated information, if any, to the Vice-Chancellor through e-mail(vc@jadavpuruniversity.in)/hard copy within stipulated timeline.**

Registrar(Actg.)