



S. A. University

Ashok Nagar, Nawada, Dist.-Nawada (Bihar)-805 111

(Established by the Government of Bihar under the Bihar Private Universities Act, 2013, vide Gazette Notification No. 773 dt. 15/07/2026 and Govt.'s letter no. 15/M 1-93/2024-961 dated 06.07.2026)

Advt. No. SAU/06/2026

Date: 24/07/2026

Recruitment of Assistant Registrar

Applications are invited from Indian Citizens for **TWO** posts of the **Assistant Registrar** of the University.

The candidates are requested to carefully read the General Instructions before filling up the application form, which is available on the website of the University. Candidates are also advised to visit the website (www.sauniversity.org.in) periodically for further information related to the recruitment process.

Essential Qualifications:

- (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) Knowledge of working in computerized/digital environment is essential.

Desirable Qualifications:

Five years of experience in supervisory level in Administration/ Establishment/ Finance/Examination/ Academic Branch of the University.

GENERAL INSTRUCTIONS

1. The University reserves the right to withdraw the advertised post at any time without assigning any reason. The number of vacancies may vary.
2. Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee shall short-list the suitable candidates to be called for the interview.
3. Reservation for the candidates belonging to SC/ST/OBC/EWS/PwD/ Ex-serviceman shall be given as per the Govt. of Bihar norms.
4. A written test may be conducted before the interview for posts at the discretion of the competent authority.

5. Only matriculation/SSC certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for date of birth.
6. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of applications.
7. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of Bihar norms.
8. Candidates belonging to reservation categories should submit proper caste certificate as per the norms of Government of Bihar, which should not be more than 06 month old from the last date of submission of application and should specifically mention that he/she does not belong to the persons/sections (creamy layer) at the time of test/interview.
9. Candidates belonging to OBC category, but coming in Creamy Layer will not be entitled to the benefits of reservation and should apply as General Category candidate.
10. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and his/her candidature will be rejected. Hiding of information or submitting false information will lead to rejection of candidature at any stage of recruitment.
11. The age of superannuation shall be 62 years.
12. The University reserves the right to reject any application without assigning any reason.
13. The University reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained in this regard.
14. Any corrigendum/ changes/ updates shall be available only on official website of the S. A. University, Nawada : www.sauniversity.org.in
15. The candidate must attach copies of all relevant self-attested documents. The original certificates would be required at the time of interview only.
16. The candidates employed in Government Department/Public sector Organizations must submit their applications with self-attested copies of all enclosures in proof of educational, professional qualification, experiences etc. They will be required to produce Ink signed copy of NOC from their Organization and original documents at the time of interview/document verification at the University.
17. The decision of the competent authority of S. A. University, Nawada in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
18. Applications received after the prescribed date shall not be entertained.
19. Canvassing in any form and/or bringing in any influence will be treated as a disqualification for the post.
20. All Applicants are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various post. No enquiry with regards to eligibility will be entertained.

21. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
22. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority, as the University may decide.
23. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment process for any/all the posts at any stage.
24. Call letters and all further communications relating to the recruitment process shall be sent only through email. No other mode of communication shall be adopted. Candidates are therefore required to possess at least one valid and active email address throughout the recruitment process.
25. Any modification, corrigendum, addendum, or update relating to the advertisement or recruitment process shall be uploaded only on the official website of the University. No separate communication shall be made in this regard. Candidates are advised to regularly visit the University website for updates.
26. All qualifications obtained by the candidates must be from recognized Universities/Institutions.
27. The University reserves the right to relax any qualification and/or experience requirement in exceptional cases.
28. Only the experience acquired after obtaining the minimum prescribed qualification shall be considered.
29. The University may verify the antecedents and documents submitted by the candidate at any stage during the tenure of service. In case any information or document submitted by the candidate is found to be false, fabricated, suppressed, or misleading, the services of the candidate/employee shall be liable to termination and appropriate legal action may also be initiated.
30. The salary shall be paid according to the University Rules.
31. No TA/DA shall be admissible for appearing in the interview, written test, skill test, computer test, or any stage of the recruitment process.
32. In case of any dispute arising out of the recruitment process, the decision of the Competent Authority of S. A. University shall be final and binding on all concerned.
33. **The last date for submission of application is 14th August 2026. Applications may be submitted by email to info@sauniversity.org.in or via speed post, or delivered by hand to the University Office.**

REGISTRAR (ofctg.)