



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/02/2026

Date: 24/07/2026

Recruitment of Registrar

Applications are invited from Indian Citizens for **ONE post** of the **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) A Master's degree with at least 55% marks or its equivalent grade.
- (ii) At least 15 (fifteen) years of experience as an Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level-12 and above, including as an Associate Professor, along with experience in educational administration. or
- (iii) Comparable experience in a research establishment and/or other Institutions of higher education, or (iv) 15(fifteen) years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

DESIRABLE QUALIFICATIONS:

- i. Conducting or assisting University/College/Institution Examinations and other allied works at the executive level, and having a record justifying entrusting of confidential work.
- ii. Knowledge and experience of conducting meetings of statutory authorities of the University and maintaining their minutes
- iii. Knowledge and experience of representing the University in the courts of law. Working knowledge of computers and Networking is mandatory.

Age of superannuation: 62 years

General Instructions

- i. The tenure of post is 05 (five) years, which can be renewed.
- ii. The University reserves the right to withdraw advertised post at any time without giving any reason.
- iii. 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 most suitable candidates to be called for the interview as per University norms.
- iv. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's Level in case of SC/ST candidates as per Rules.
- v. Only matriculation/SSC certificate/passing certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
- vi. 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 cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
- vii. Only the short-listed candidates will be called for interview.
- viii. The age of superannuation shall be 62 years or as amended time to time by UGC/University.
- ix. The University reserves the right to reject any application without assigning any reason whatsoever.
- x. The University reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason at any stage. The decision of the University shall be final and no appeal shall be entertained.
- xi. Any corrigendum/ changes/ updates shall be available only on University website: www.sauniversity.org.in.
- xii. The candidate must attach copies of all relevant testimonial documents (self-attested). The original certificates would be required at the time of interview.
- xiii. The salary shall be paid according to the University Rules.
- xiv. Incomplete applications, unsigned applications and those not accompanied with copies of attested certificates and application fee will be summarily rejected.
- xv. Candidates employed in Central/State Government, Universities or other autonomous organizations should attach a "No Objection Certificate" (NOC) along with the Integrity Certificate, Vigilance Clearance Certificate from their current employer in support of their application. Candidates, who are not able to attach the NOC, integrity certificate, vigilance clearance certificate, and no penalty certificate at the time of filling form, must bring at the time of Interview.
- xvi. The Up-to-date CR Dossiers. Integrity Certificate. List of Major/Minor penalties, if any, imposed during the last 05 years may be asked to submit at any time.
- xvii. The period of experience in the requisite discipline/ area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for that post.
- xviii. The decision of the competent authority S. A. University, Nawada in all

matter relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of interview will be final and binding on the candidates and No Enquiry or correspondence will be entertained in this connection from any individual.

- xix. Applications received after the prescribed date will not be entertained.
- xx. Canvassing in any form and or on bringing in any influence political or otherwise will be treated as a disqualification for the post.
- xxi. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained.
- xxii. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
- xxiii. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the University may decide.
- xxiv. No TA/DA shall be admissible for appearing in the interview or any stage of the recruitment process.
- xxv. The envelope must be superscribed as application for the post of "Name of the Post".
- xxvi. 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.
- xxvii. The Application Form can be downloaded from University Website: www.sauniversity.org.in and the same complete in all respect along with other documents, as required must reach to the Office of the Registrar (ofctg), S. A. University, Nawada or by e-mail at info@sauniversity.org.in or by hand in the university office latest by **14th August 2026**.

Registrar (Ofctg.)
S. A. University, Nawada