

GOKHALE INSTITUTE OF POLITICS AND ECONOMICS

(Deemed to be University u/s 3 of the UGC Act, 1956)

PUNE – 411 004

ADVERTISEMENT NOTIFICATION FOR THE POST OF REGISTRAR

The Gokhale Institute of Politics and Economics is a one of the oldest research institutes in the country established in 1930 under the aegis of Servants of India Society. The Institute is widely recognized in the country as an advanced centre for the study and research in Economics and allied subject fields. The University Grants Commission, vide its notification no. F.6-4/89(CPP/Desk-C/ CPP-I) dated 9-5-1993 has declared the Institute as a Deemed to be University u/s 3 of the UGC Act 1956.

The Institute is seeking applications from dynamic and eligible candidates for the post of Registrar who shall be the chief administrative officer of the Institute. The duties of the Registrar shall be:

1.	To be the custodian of the records and the funds and such other property of the Institute as the Board of Management may commit to his/her charge;
2.	To conduct the official correspondence on behalf of the authorities of the Institute;
3.	To issue notices convening meetings of the authorities of the Institute and all Committees and sub-committees appointed by any of these authorities;
4.	To maintain the minutes of the meetings of all the authorities of the Institute and of all the committees and sub-committees appointed by any of these authorities;
5.	To make arrangements for and supervise the examinations conducted by the Institute;
6.	To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
7.	To enter into agreement, sign documents and authenticate records on behalf of the Institute;
8.	To make arrangement to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute;
9.	To perform such other duties as may be specified in the Rules or as may be assigned by the Board of Management or the Vice-Chancellor/Director from time to time.

ELIGIBILITY CRITERIA:

- (i) Master's Degree with at least 55% marks, or equivalent grade of B (in UGC 7-point scale) in any subject, preferably in Economics or allied social science subjects.
- (ii) At least 8 years of experience as Assistant Professor in the Academic Level 11 and above or with 5 years of service in the Academic Level 12 and above.
- (iii) Comparable experience in research establishment, Government departments, industry, corporate sector and/or other institutions of higher education.

OR

- (i) Master's Degree with at least 55% marks, or equivalent grade of B (in UGC 7-point scale) in any subject, preferably in Economics or allied social science subjects.
- (ii) At least 8 years of administrative experience as Deputy Registrar or equivalent position.

Desirable:

Preference will be given to candidates with experience in Universities and centrally funded educational/ research institutes and having knowledge of financial management, human resource management, materials management, resource mobilisation and other related matters connected with general administration.

Retired persons below 62 fulfilling the above criteria may also apply for a position subject to a contract period of maximum three years or attaining the age of 65 which is lower. The Management reserves the right to invite applications from exceptional candidates.

Pay Scale: The scale of pay of the Registrar shall be fixed at Level S-29 as per 7th Pay Commission. The pay of retired persons shall be fixed at a commensurate level and will be in effect pay minus pension for pensioners. The allowances and other perks for the Registrar shall be on par with other regular staff members of the Institute.

HOW TO APPLY:

Candidates are required to download the prescribed Application Form from www.gipe.ac.in and submit the form duly filled in, along with a Demand Draft of Rs. 600/- in favour of **Gokhale Institute of Politics and Economics, Pune**.

The Application Form duly filled in should reach the Institute on or before **May 13, 2022**.

April 13, 2022



A handwritten signature in blue ink, consisting of a stylized loop and a horizontal line.

OFFICIATING REGISTRAR