

JOB DESCRIPTION

About OPJU	Founded by the Jindal Education and Welfare Society, OP Jindal University (OPJU) was set up to bring high quality education to its students based on a world class curriculum, the latest teaching methodology and committed faculty members. The multidisciplinary university aims to develop young professionals and future leaders who will not only power growth and development in the state, but also make a mark globally.
Industry	Higher Education
Post/ Job Title	Deputy Registrar / Assistant Registrar
Job Type	Regular
Reporting to	Registrar
Will also work closely with	Vice Chancellor's office and other department of the University
Job Location	Punjipathra, Raigarh (CG)
No. of Position	One (01)
Principal Accountability	<ol style="list-style-type: none"> 1. Ensuring all the regulatory compliances related to UGC, AICTE, Higher Education etc. 2. Facilitating conduct of meetings of important committees. 3. Maintaining the records of the University. 4. Issuance of certificate to the students. 5. Liaising and coordinating with the internal stakeholders and external agencies. 6. Will be working with the Registrar in discharging other functions.
Qualification, Experience and Personal Profiles	<ul style="list-style-type: none"> • Post Graduate degree (preferably either Engineering or Management) with minimum 60% marks aggregate. • For Dy. Registrar Minimum 8-10 years of experience in the office of the Registrar at a supervisory level in higher educational Institution / University/ reputed organization. • For Assistant Registrar Minimum 5-8 years of experience in Registrar Office at a supervisory level in higher educational Institution / University/ reputed organization. • Good knowledge of regulatory matters. • Good Drafting and people skills, with evidence of being able to work collaboratively with the people and agencies. • Strong knowledge of the working of a university and familiarity with the use of ERP and other computer packages.
Benefits	Salary is not constraint for the deserving candidate, and other benefit like medical insurance, gratuity, GPAl etc. as per norms of the University.