



October 4, 2017

### Job Notification

Applications are invited for filling up of the position at BITS Pilani and the details are mentioned below:

<b>Organization</b>	BITS Pilani
<b>Function</b>	Registrar's Office (Implementation of academic and administrative policies, Compliance with regulations)
<b>Role Name</b>	Registrar
<b>Reports to</b>	Vice Chancellor (Also accountable to Directors)
<b>Pay Scale</b>	37400 – 67000 GP: 10,000 Minimum Pay in Pay Band: 37400
<b>Key External</b>	Govt. authorities (including regulatory bodies such as UGC, AICTE, etc.), Foreign govt. authorities, Foreign universities, Legal counsels, Private organizations, Members of Bodies of the Institute
<b>Key Internal</b>	Vice Chancellor, Directors, Deputy Directors, Deans, Associate Deans, HoDs, Faculty and Staff Members
<b>Minimum Qualification</b>	PHD / Master's degree (Qualification in management / law will be an added advantage)
<b>Experience</b>	At least 15 years' experience of similar nature in a university or other institutes of Higher Education
<b>Technical Knowledge</b>	Awareness of university policies, Understanding of faculty, student and university related rules and regulations, Understanding of legal matters, Understanding of finance related matters, Knowledge of ERP operation, Deep understanding of regulatory matters pertaining to Universities and education
<b>Behavioral Competencies</b>	Communication skills, Conflict resolution skills, Time management skills, Problem solving skills, Leadership skills
To ensure smooth functioning of the university as per acts, rules, regulations and policies in existence	
<b>AREAS OF RESPONSIBILITY (Key Activities)</b>	
1	<b>Departmental Strategy Formulation and Planning</b>
	Understand university goals and objectives and cascade this to working level; Create departmental level strategy and goals based on overall university goals and objectives; Propose, plan and execute departmental budget; Collate information across departments, locations and plan recruitment activities.





2	<b>Regulation and Compliance Management</b>
	Ensure that all the rules and regulations are followed across the university according to MoA and compliance under UGC act, PF & Misc. Act, Gratuity act, Societies act etc.; Serve as the Ex. officio Secretary of Board of Governors, General Body, Senate, Finance Committee, Research Board, and Examination Committee - ensure all meetings are held and minutes are circulated.
3	<b>Day to Day Affair Management</b>
	Communication with government bodies on behalf of the university ; Evaluation process of Ph. D. thesis; Providing information to external agencies, Sharing of employee related policies and changes with all the faculty and staff members ; Custodian of university records; Issuance of Degrees/Diplomas, medals, verification of degree etc ; Conduct Convocation; Issuance of office orders and notices ; Sign agreements and MoUs on behalf of the University; HR activities - such as appointment, transfer, promotion, discipline, compensation and benefit etc.
4	<b>Crisis and Escalation Management</b>
	Provide advice on a range of matters, especially legal; Defend cases against University; Initiate / manage legal proceedings against any individual or organization on behalf of the university if required; Respond to requests under RTI.
5	<b>People Management</b>
	Allocate responsibilities within team, monitor performance, provide developmental feedback, resolve grievances, counsel and mentor new team members throughout the year; Appraise team's performance as per the performance management cycle.

**Maximum Age:** 55 years as on the date of notification

**Indicative place of Posting:** Pilani campus

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