



Sharda University, a leading private University established through an Act of U.P legislature (14 of 2009); empowered under 2f of UGC Act, 1956; inviting applications for Registrar.

Job description

Role Title: Registrar

Reporting To: The Vice Chancellor

Location: Greater Noida

Term: The term of the Registrar shall be for a period of 3 years.

Purpose:

- The purpose of this role is to develop a comprehensive delivery model of the University's Education and Enrich Students' Experience and Learning, which are themselves vital to achieving the University's overall vision and mission.
- Expected to organise Academic and Administrative services and the resources allocated to the service to maximise benefits to the University and provide an excellent, responsive and pro-active professional service across the University.

Responsibilities:

- The Registrar shall have disciplinary control over all staff and employees of the University with the approval of the Vice-Chancellor.
- To be the custodian of all properties of the University unless otherwise provided for by the Executive Council.
- To issue all notices convening meetings of various Authorities with the approval of the competent authority concerned and to keep the minutes of all such meetings.
- To conduct the official correspondence of the Court, the Executive Council and the Academic Council.
- To exercise all such powers as may be necessary or expedient for carrying out the orders of the Chancellor, Vice-Chancellor or various Authorities or Bodies of the University.
- To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify the pleadings.
- To exercise powers to enter into agreements, sign documents and authenticate records on behalf of the university.
- The Registrar shall have the power to authenticate records on behalf of the University.

- The Registrar shall be responsible for due custody of the records and the common seal of the University.

Minimum Qualification & Experience:

- Candidate/ Applicant must possess good communication skills and have scored 50% in 10th, 12th and Graduation and Minimum 55% in Post-graduation.
- Minimum 15-20 years of experience in Educational Administration or comparable experience in research establishment and / or other institutions of higher education or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar in an Educational Institution or an equivalent post.
- Age limit: upto 65 years.

Competencies:

- Student Knowledge and understanding – demonstrates strong understanding of the students related affairs including issues pertaining to foreign students.
- Drives Results - emphasizes the importance of achieving results, challenges poor outcomes and unproductive behaviours, helps others persist when setback and obstacles arrive and takes steps to promote urgency in others to reach goals and meet deadlines.
- Team Oriented - uses an engaging and inclusive approach to problem solving there by demonstrating respect for diverse perspectives, backgrounds and disciplines.
- Influential - persuades and influences others without direct reliance on authority; communicates and negotiates effectively.
- Collaborates – encourages academicians, co-workers and external partners to work together as a team.
- Customer Focus - searches for ways to improve service to students; follows up to ensure problems are solved before they affect the student's experience; independently anticipates and meets their needs; internalizes feedback from them and provides innovative ideas to meet their future needs.
- Innovative - proactively provides innovative ideas for continuous improvement; collaborates with others and builds on ideas regardless of the source; willing to take sensible risks and understands that experimentation and failures are part of the learning process; is ambitious but patient, allowing time for ideas to fructify.

HOW TO APPLY

How to apply: Interested candidates can apply online by clicking here: [Click here to apply](#)