



OFFICE OF THE REGISTRAR  
KAKATIYA UNIVERSITY  
Vidyaranyaपुरi, WARANGAL – 506 009 (T.S.)

No.197 /A3/KU/2021

Date: 13/08/2021

**NOTIFICATION**

Sub: Establishment – Non-Teaching Staff – Revised Notification issued calling applications from amongst the internal eligible Superintendents for the post of Assistant Registrar – Regarding.

- Ref: 1. G.O.Ms.No.230, Genl Admn. (Ser-A) Dept., dated 31/05/2014.  
2. Executive Council's Resolution (under Item No.134.11) at its 134<sup>th</sup> meeting held on 28/3/2021.  
3. KU Notification No.116/A3/KU/2020, dated 08/06/2020.  
4. KU Orders No.196/A5/Kakatiya University/2021, dated 13/08/2021.

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In pursuance of the resolution passed by the Executive Council (ref.2) and in supersession of KU Notification (ref.3), the Vice-Chancellor has accorded approval for inviting applications through proper channel from the eligible internal Superintendents for the post of **Assistant Registrar** in the pay scale of Rs.37100-91450 (RPS-2015) in the prescribed proforma given overleaf on or before **25/08/2021** (5.00 p.m.).

**REQUIREMENTS PRESCRIBED FOR THE POST OF ASSISTANT REGISTRAR:**

1. Must possess a Bachelor's Degree of recognized University.
2. Should have (3) or (2\*) years of service as Superintendent and (15) years of total service in the University as on 25/08/2021.
3. Should have passed "Accounts Test for Executive Officers". However, if not passed, he/she should pass the said test within a period of two years from the date of appointment as Assistant Registrar, which is made obligatory.

**\*Note:-** *Applicable and valid for current panel year 2020-2021, i.e., up to 31/8/2021 as per G.O.Ms.No.3, GAD (Ser.A), Dated 11/01/2021. In case, the process of selection for the above post is to be taken place beyond 31/08/2021, eligibility of the candidate having two (2) years as Superintendent will lapse accordingly.*

It may be noted that the vacancy of Assistant Registrar will be filled strictly according to the "Rule of Reservations" and as per the recommendations of the Selection Committee.

The filled in applications, along with necessary documents in support of information furnished, should be submitted through proper channel in the Administration Branch (Non-Teaching), K.U., Warangal. Further, already applied Superintendents shall apply afresh in response to this notification.

It may be noted that the university has every right to cancel or alter the notification without assigning any reasons therefor.

REGISTRAR

(Proforma overleaf)

# KAKATIYA UNIVERSITY:: WARANGAL

## APPLICATION FOR THE POST OF ASSISTANT REGISTRAR

(With reference to KU Notification No. 197/A3 /KU/2021, dated 13-08-2021)

1) Name :

2) Father's Name :

3) Date of Birth as entered in SSC or its equivalent examination (copy of the certificate/proof of age to be enclosed) :

4) Designation :

5) Scale of Pay :

6) Caste (including Sub-Caste) (enclose certificate issued by MRO/Tahasildar) :

7) Qualifications (enclose certificates) :

	Post	Date
8) Date of initial appointment & Post :		

	Post	Date
9) Subsequent Promotions, if any :		

10) Date of present appointment & Post :

11) Date of regularization on the Present post :

12) Present Place of working :

13) Total Length of service in the University :

14) Any Additional Qualification(s) :

15) Any other Information :

**Note:** Supporting documents (duly attested) in support of information furnished above should be attached to the application form and otherwise, application form will be rejected.