



Notification for Administrative Registrar

M. S. Ramaiah University of Applied Sciences
University House, Gnanagangothri Campus, New BEL Road, M. S. R. Nagar,
Bangalore – 560054

The Opportunity

M. S. Ramaiah University of Applied Sciences (MSRUAS) is looking for Administrative Registrar for the University. Any professional with minimum 10 years of experience in administration and proven record of successful supervisory experience in a people oriented environment eligible for applying for the position.

The Role of Administrative Registrar

The Administrative Registrar shall have the following duties and responsibilities:

- a) To coordinate the development of all MoUs/ Agreements/ Contracts as defined by the Statutes of the University.
- b) To authenticate records on behalf of the University;
- c) To have custody of all official documents and the University's common seal.
- d) To publish the Calendar, notifications, legislation and official records of the University as required by any statute, regulation or resolution of the Board of Governors; and
- e) To schedule and coordinate the Board of Management meeting as directed by the Vice Chancellor of the University.

Professional Qualifications and Personal Qualities

MSRUAS requires a leader with good academic credentials, leadership abilities and interpersonal skills. The candidate must possess the following professional qualifications and personal qualities:

- a) **Academic accomplishments:** Good academic record. Candidates applying for the position of Administrative Registrar should possess a minimum PG Degree. A degree in Management or Business Administration is desirable. Ph.D. degree will be given higher weightage.
- b) **Quality:** Commitment to administrative excellence and related affairs
- c) **Administrative talent:** Experience in administrative affairs, including demonstrated ability to articulate a shared vision and engage others in its implementation; and the ability to represent and advance the interests of the University. Demonstrated understanding of the application of modern communication technology.
- d) **Leadership:** A mature and responsible leadership style that advances academic goals of the University. A proven record in working successfully with diverse set of people ranging from academicians to administrative staff.
- e) **Management skills:** Good supervisory experience of personnel, the ability to make difficult decisions with good judgment and to work effectively and collaboratively in a complex academic setting. Ability to collaborate effectively with different departments and cross-functional teams.
- f) **Diversity and inclusion:** Engagement with, and commitment to, the diversification and inclusiveness of the academic community
- g) **Communication skills:** Strong written and persuasive verbal skills, with an eye to using modern communication strategies to accomplish tasks
- h) **Personal:** Highest levels of honesty, integrity, and ethical behaviour, as well as transparency, diplomacy, imagination, creativity, humour, and strong work ethics.

Requirement Details

Sl. No.	Position Details	No. of Positions
1	Administrative Registrar	01

Procedures for Candidacy

Interested candidates may apply by sending their resumes at resumes@msruas.ac.in. The resumes will be reviewed and shortlisted members will be called for an interview. An internal search committee will be formed to evaluate each member in the interview. The committee will give the results within **10 (Ten)** days from the date of interview which will be final and will not subject to any appeal or litigation.