

**SREENARAYANAGURU OPEN UNIVERSITY
KOLLAM**

No.Ad.A3/1/208/SOU/2025-3

Dated : 03/11/2025

Notification

Applications are invited from qualified candidates for appointment to the post of Registrar in Sreenarayanaguru Open University, Kollam.

The appointment shall be for a period of four years from the date of joining or till he / she completes the age of 56, whichever is earlier.

Name of Post : Registrar
Scale of Pay : Academic level 14
Number of Vacancy : One
Age : Not less than 40 years and not more than 50 years as on 01/01/2025. Relaxation up to 52 years in the case of those in University service.
Method of Appointment : Deputation
Qualifications : A first class Master's Degree or equivalent qualification with at least 60% marks or equivalent grade wherever grading system is followed.

PhD from a University recognized by the UGC.

Applicant shall be a person not below the rank of an Associate Professor or equivalent.

Experiences : Minimum 12 years of teaching experience, including 5 years of administrative experience (desirable) in a University or College approved by the UGC or similar research institutions.

Registration fee : Rs: 5,000/- (Rupees five thousand only) for General Category.
Rs.1,000/- (Rupees one thousand only) for SC/ ST/ DA candidates

Registration fees to be paid online.

How to apply : Online application through official website of the University, www.sgu.ac.in . Follow the general instructions given below.

Last date for submission of applications : 22/11/2025.


Registrar

General Instructions

1. The applications shall be submitted online on or before 22/11/2025 through the University website www.sgoou.ac.in
2. The applicants shall remit a registration fee of Rs.5,000./- for General Category. SC/ ST/ DA candidates need to remit Rs.1,000/- only. The Registration fee should be remitted online as directed in the submission portal. A copy of the receipt shall be attached with the hard copy of the application and sent to the University.
3. All candidates should have a valid e-mail ID. All the communications including the memo for interview/rejection memo etc. will be sent through email only.
4. The employed candidate needs to enclose a no objection certificate from the Head of the institution along with the application.
5. The candidates shall send hard copy of documents in proof of age, qualification, experience and the no objection certificate if required, to the Registrar, Sreenarayanaguru Open University, Kureepuzha, Kollam – 691601 so as to reach by 27/11/2025.
6. Incomplete applications/ applications without registration fee/ late applications will be summarily rejected.
7. Any queries regarding submission of application may be sent to aca3.sreenarayanaguruou@gmail.com
8. No correspondence in this regard with the University is allowed, to ensure confidentiality and prudence of the process.


Registrar