

# SREENARAYANAGURU OPEN UNIVERSITY, KOLLAM

RECN/113/2026

No.Ad.A3/1/224/2024/SOU

Dated : 07/10/2026

## **Notification for Appointment of Section Officer & Assistant Registrar (on Contract)**

Sreenarayanaguru Open University invites applications online from eligible and qualified candidates for appointment to the post of Section Officer & Assistant Registrar on contract basis. The appointment is intended to support and strengthen the office and services of the University. Interested candidates possessing the prescribed educational qualifications and experience shall apply online through the recruitment portal of the University within the prescribed time limit. The detailed eligibility conditions, qualifications, experience, age limit, remuneration and other terms and conditions are given below. Reservation, relaxations and concessions shall apply as per the Government of Kerala rules in force.

### **1. POST DETAILS :**

**A.**

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|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of post</b>                    | Section Officer                                                                                                                                                                                                                                                                                                |
| <b>Number of Vacancy</b>               | Anticipated                                                                                                                                                                                                                                                                                                    |
| <b>Remuneration / Consolidated pay</b> | Rs. 38,590/-per month                                                                                                                                                                                                                                                                                          |
| <b>Nature of Appointment</b>           | on Contract Basis                                                                                                                                                                                                                                                                                              |
| <b>Qualifications</b>                  | <ul style="list-style-type: none"><li>• A Bachelor Degree from a Recognized University.</li><li>• Retired from the post of Section Officer or above in any recognized State and Central Universities, National Institutions, recognized Autonomous Educational Institutions and Deemed Universities.</li></ul> |

**B.**

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|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of post</b>                    | Assistant Registrar                                                                                                                                                                                                                                                                                                |
| <b>Number of Vacancy</b>               | Anticipated                                                                                                                                                                                                                                                                                                        |
| <b>Remuneration / Consolidated pay</b> | Rs. 41,900/-per month                                                                                                                                                                                                                                                                                              |
| <b>Nature of Appointment</b>           | on Contract Basis                                                                                                                                                                                                                                                                                                  |
| <b>Qualifications</b>                  | <ul style="list-style-type: none"><li>• A Bachelor Degree from a Recognized University.</li><li>• Retired from the post of Assistant Registrar or above in any recognized State and Central Universities, National Institutions, recognized Autonomous Educational Institutions and Deemed Universities.</li></ul> |

### **3. EXPERIENCE (Desirable):**

- Experience in ODL mode of Education.
- Proficiency in digital file processing, Office automation tools, e tendering, GeM procurement process.
- Experience in NAAC, NIRF, KIRF accreditation process.

### **4. AGE LIMIT**

Upper age limit – Not more than 60 years as on 01/01/2026 with usual relaxation to SC/ST and OBC.

### **5. GENERAL CONDITIONS & REQUIRED CREDENTIALS**

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1. Only Indian citizens are eligible to apply. Candidates must ensure that they fulfill all eligibility conditions as on the last date of receipt of application; mere issue of an admit/interview memo does not confer eligibility.
2. All degrees and qualifications must be from a University/Institution recognized by the State/Central Government. Degrees obtained through accredited open/distance learning mode shall be recognized as equivalent for the purpose.
3. Those who obtain degree from the institutions other than the State/Central Universities/National Institutes shall produce the equivalency certificates from any of the State Universities in Kerala.
4. The prescribed qualifications and other conditions are minimum; possession thereof does not entitle a candidate to be called for interview. The University may apply higher benchmarks / short-listing criteria approved by the competent authority.
5. Reservation for SC/ST/OBC(NCL)/PwBD shall apply as per the roster and rules of the Government of Kerala.
6. Only natives of Kerala shall be eligible for the reservation benefits.
7. Canvassing in any form or bringing external influence will lead to disqualification. Suppression of facts or submission of false information will result in cancellation of candidature/appointment at any stage.
8. The University reserves the right to increase/decrease the number of posts, to withdraw the advertisement, to restrict the number of candidates for interview, or to make no appointment, without assigning any reason.
9. Any dispute shall be subject to the jurisdiction of the Courts at [Kollam], [Kerala].

#### **Documents / Credentials to be uploaded and produced at verification**

1. Matriculation / Higher Secondary certificate (proof of date of birth).
2. Marksheets and degree certificates of Bachelor's Degree.
3. Caste /PwBD certificate in the prescribed format (issued by competent authority), where claimed.
4. Copy of P.P.O and Service Certificate.

## 6. SELECTION PROCESS

Selection shall be made by a duly constituted Selection Committee as per the University Act & Statutes. Short-listing may be based on academic record, teaching experience/research/academic score and ODL-relevant experience.

## 7. HOW TO APPLY

- Apply online through the University recruitment portal at <https://sgou.ac.in> Fill in all particulars and upload legible copies of the required documents.
- After successful online submission, take a printout of the completed application, affix photograph, sign it, attach self-attested copies of all credentials, and send it by post to: The Registrar, Sreenarayanaguru Open University, Kureepuzha, Kollam, Kerala superscribing the envelope **'Application for the post of Section Officer & Assistant Registrar'**
- Defective/late applications will be summarily rejected.

## 8. IMPORTANT DATES

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|--------------------------------------------------------------|--------------|
| Last date for online submission of applications              | [11/11/2026] |
| Last date for receipt of hard copy / printout of application | [18/11/2026] |

  
REGISTRAR