

**SREENARAYANAGURU OPEN UNIVERSITY  
KOLLAM**

Ad.A3/1/92/Registrar / FO/SOU/2022

08/06/2022

**Notification**

Applications are invited from qualified candidates for the appointment to the posts of (I) Registrar (II) Finance Officer. 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.

**I. Registrar**

Scale of pay	<ul style="list-style-type: none"><li>Academic level 14</li></ul>
Age	<ul style="list-style-type: none"><li>Not less than 40 years and not more than 50 years as on 01/01/2022 but relaxable in the case of those in University service.</li></ul>
Qualifications	<ul style="list-style-type: none"><li>A first class master's degree or equivalent</li></ul>
Experience	<ol style="list-style-type: none"><li>5 years teaching experience at University level.</li><li>5 years administrative experience in a responsible post, including management of staff in a University, College, Education Department or Similar institutions.</li></ol>

**II. Finance Officer**

Scale of pay	<ul style="list-style-type: none"><li>Academic level 14</li></ul>
Age	<ul style="list-style-type: none"><li>Not less than 35 years and not more than 50 years as on 01/01/2022.</li></ul>
Qualifications	<ul style="list-style-type: none"><li>An Associate member / Fellow of the Institution of Chartered Accountants of India / Institute of Cost and Works Accountants of India (ICWAI).</li></ul> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"><li>A first or second class University Degree.</li></ol> <p style="text-align: center;"><b>And</b></p> <ol style="list-style-type: none"><li>An MBA / MCom Degree with first class in Financial Management from recognized University.</li></ol>
Experience	<ul style="list-style-type: none"><li>8 Years experience in a University / Government / Public Sector Undertaking in financial and accounts matters of which at least 4 years shall be in a supervising capacity in the area of Finance and Accounts. Desirable</li><li>Experience in Computerized Accounting.</li></ul>

- Academic qualification, age and experience are relaxable in the case of candidates otherwise highly qualified.*
- Clarification: University level means a State University/Central University /Government/Aided college.*

Sd/-  
Cyber Controller  
in - charge of Registrar

## General Instructions

1. The applications shall be submitted online on or before 5 July 2022 through the university website [www.sgou.ac.in](http://www.sgou.ac.in)
2. The applicant shall remit a registration fee of Rs. 5000/- 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. 1. 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 Principal of the College/Registrar of the University/ Industry Employer as the case may be, along with the application.
5. The candidates shall send hard copy of documents in proof of age, qualification and experience and, the no objection certificate if required, to The Registrar, Sreenarayanaguru Open University, Kureppuzha, Kollam – 691601 so as to reach by 9<sup>th</sup> July 2022.
6. Incomplete applications/ applications without registration fee will be summarily rejected.
7. Any queries regarding submission of application may be sent to *recruitments@sgou.ac.in*.
8. No correspondence in this regard with the University is allowed, to ensure confidentiality and prudence of the process.