

SENATE OF SERAMPORE COLLEGE (UNIVERSITY)



Applications are invited for the post of the Registrar

Registrar is the Chief Executive Officer of the Senate and its' Secretary.

- a. **Registrar is appointed for a term of 5 years and a maximum of two terms is permissible as per the Service Rule.**
- b. **Pay Scale:** 57050-2850-85550-4280-128350 and other benefits as per rule.
- c. **Required Qualifications:**
 - a. He or she should be a recognized theological teacher, possessing an earned doctorate from the Senate of Serampore College or its recognized equivalent.
 - b. Should have 15 years of teaching experience.
 - c. Should be a minimum of 50 years of age.
 - d. Should be an Indian national.
 - e. Should preferably have served as the administrator of an affiliated college or university for a minimum period of five years.
 - f. Preferably be an ordained person of good standing in the Church.
 - g. Should be able to work with others and maintain collegiality.
 - h. Should have an ecumenical outlook.
 - i. Preferable additional qualification: Post-graduate degree in secular subject/degree in administration.

The application shall be made on plain paper (A4 size) with enclosures of Curriculum Vitae, all degrees and diploma certificates, Birth Certificate or SSLC for proof of DOB, ordination certificate, experience certificates, a brief testimonial, personal vision statement. Three recommendations: One from the Bishop or Executive Secretary and two Theological Educators. NOC from the current employer. All documents shall be self-attested and sent by registered post/courier to **Acting Registrar, Senate of Serampore College (University), Mack House, 10 William Carey Road, Serampore, District Hooghly, West Bengal- 712201**, on or before **November 17, 2021**. And the soft copy must reach the Registrar's office via registrarsenate@yahoo.in on or before **November 17, 2021**.

Incomplete applications and applications received after the last date shall be summarily rejected.

Short-listed candidates will be called for an interview, and the selected candidate should be willing to join the service by **December 01, 2021**.

The Search Committee has the discretion not to select any candidate without stating any reason.

Rev. Dr. M. Justin Moses
Acting Registrar
Senate of Serampore College (University)