

NOTIFICATION NO. 7/2026

Deputy Registrar

The University invites applications from qualified and experienced candidates for the position of **Deputy Registrar**.

Eligibility Criteria

1. Master's degree in any discipline from a recognized university with at least 55% marks or equivalent grade.
2. Age preferably not exceeding 35–40 years.
3. Minimum 3–5 years of administrative experience in a university, government department, or reputed institution.
4. Experience in handling service matters such as recruitment, promotions, leave records, and disciplinary procedures.
5. Experience in managing student admissions processes, including application scrutiny, counseling, and enrollment.
6. Working knowledge of UGC or state government regulations related to service rules and admissions.
7. Demonstrated ability in office procedures, file management, and official noting and drafting.
8. Proficiency in computer applications such as MS Office and administrative or admissions software systems.
9. Proficiency in English (written and spoken); knowledge of regional language is desirable.
10. Candidate should possess integrity, confidentiality, and the ability to handle administrative responsibilities independently.

Responsibilities

1. Supporting the Registrar in overall academic and administrative governance.
2. Assisting in statutory bodies (GB, BoM, Academic Council, etc.).
3. Ensuring compliance with UGC, ICAR, AICTE, State University Act, and Visitor's office.
4. Supervising Admissions, Exams, Establishment, and Legal matters.
5. Overseeing student records and academic documentation.
6. Coordinating AISHE, UGC, and AICTE portal submissions.
7. Preparing notifications, circulars, and statutory meeting minutes.
8. Handling RTI and grievance redressal matters.
9. Coordinating Academic Audit.
10. Checking of purchase orders and submitting to Registrar for the final approval and processing.



Interested candidates may download the **Non-Teaching Application Form** from the University website <https://kaveriuniversity.edu.in/downloads/>. Applicants should submit the completed application form along with **resume, academic and experience certificates (in a single PDF document)** to: careers@kaveriuniversity.edu.in

Last date for submission: 06-06-2026

Assistant Registrar

The University invites applications from qualified and experienced candidates for the position of **Assistant Registrar**.

Eligibility Criteria

1. Master's degree in any discipline from a recognized university with at least 55% marks or equivalent grade.
2. Age preferably not exceeding 35–40 years.
3. Minimum 3–5 years of administrative experience in a university, government department, or reputed institution.
4. Experience in handling service matters such as recruitment, promotions, leave records, and disciplinary procedures.
5. Experience in managing student admissions processes, including application scrutiny, counseling, and enrollment.
6. Working knowledge of UGC or state government regulations related to service rules and admissions.
7. Demonstrated ability in office procedures, file management, and official noting and drafting.
8. Proficiency in computer applications such as MS Office and administrative or admissions software systems.
9. Proficiency in English (written and spoken); knowledge of regional language is desirable.
10. Candidate should possess integrity, confidentiality, and the ability to handle administrative responsibilities independently.

Responsibilities

1. Supporting Registrar and Deputy Registrar in compliance matters.
2. Issuing provisional certificates and transcripts.
3. Managing admissions and enrollment processes.
4. Maintaining student database and ERP.
5. Issuing Bonafide, Transfer Certificate (TC), Migration, and Degree verification.
6. Preparing accreditation and regulatory reports (UGC/ICAR/NAAC/NBA/NIRF).
7. Supervising Admin Assistants & office attendance and file movement.
8. Ensuring timely processing of applications.
9. Coordinating inspections and audit documentation.

Interested candidates may download the **Non-Teaching Application Form** from the University website: <https://kaveriuniversity.edu.in/downloads/>. Applicants should submit the completed application form along **with resume, academic and experience certificates (in a single PDF document) to: careers@kaveriuniversity.edu.in. Last date for submission: 06-06-2026**

Registrar



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