



Office of the Vice-Chancellor
DIBRUGARH UNIVERSITY
Dibrugarh | PIN - 786 004 | Assam

No. DU/VC/Misc./23/519

Date : 18.08.2023

NOTIFICATION

In pursuance of the decision of the Executive Council, Dibrugarh University, in its 354th Meeting held on 28 July, 2023, adopted vide Resolution No. 18, the Ordinance for the Post of Registrar, Dibrugarh University has been modified in conformity with the UGC Guidelines and amended as recommended by the Committee constituted by the 352nd Meeting of the Executive Council, Dibrugarh University held on 17 March, 2023.

The amended Ordinance for the Post of Registrar, Dibrugarh University shall come into force with immediate effect.

Encl. : The Ordinance for the Post of Registrar, Dibrugarh University (as amended upto date)

Vice-Chancellor
Dibrugarh University
Dibrugarh

Copy to :

01. The Registrar, Dibrugarh University, for information.
02. All Deans, Dibrugarh University, for information.
03. All Head of the Departments, Dibrugarh University, for information.
04. All Chairpersons of the Centres for Studies, Dibrugarh University, for information.
05. All Officers of the University, for information.
06. The Joint Registrar (Admn.), Dibrugarh University, for information and necessary action.
07. The Programmer, Dibrugarh University, with a request to upload copies of the notification along with the amended Ordinance for the Post of Registrar, Dibrugarh University (as amended upto date) in the University website.
08. Office file.

Vice-Chancellor
Dibrugarh University
Dibrugarh

DIBRUGARH UNIVERSITYORDINANCE FOR THE POST OF REGISTRAR, 1970*(As amended upto _____)*

[Approved by the Executive Council, Dibrugarh University in its 354th meeting held on 28.07.23 under Resolution No. 18]

Article (1) Title: This Ordinance shall be called 'Ordinance for The Post of Registrar, 1970. This Ordinance is framed under Section 12 (1) of the Dibrugarh University Act, 1965 (as amended).

Article (2) Commencement: It shall come into force with effect from the date of its notification.

Article (3) Application: It shall be applicable to the appointment, terms and conditions for the post of Registrar.

Article (4): The Registrar shall be a whole-time salaried Officer. He/She shall be appointed for a term of five years and shall be eligible for appointment for one more term only through fresh advertisement;

Provided that he/she shall retire immediately on reaching the superannuation age as fixed by the Executive Council, D.U. irrespective of the completion of a term.

Article (5): His/Her grade shall be as determined by the Executive Council, D.U. from time to time.

Article (6): He/She shall be Secretary of the Court, the Executive Council, the Academic Council, the Post-Graduate Board, the Under-Graduate Board, the Finance Committee and the Selection Committee, but shall not be deemed to be a member of any of these authorities except that of the Court and Selection Committee as per Dibrugarh University Act, 1965

Article (7): His/Her powers and duties shall be the same as provided in the Act, Statutes, Ordinances, Rules and Regulations.

Provided that the Registrar shall be the Drawing and Disbursing Officer of the University and it may be delegated after obtaining approval from the Vice-Chancellor.

Article (8): Eligibility for the post:
 a) A Master's degree with least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
 b) At least 15 years of experience as Assistant Professor (Academic Level – 11 and above)/eight years as Assistant Professor (Academic Level – 12 and above)/Associate Professor along with experience in educational administration.



or,
 Comparable experience in research establishment and/or other institutions of higher education.

or,
 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Article (9) Selection Procedure:

a) The Advertisement for the post of Registrar shall be made in News Papers and University web portal.

b) The composition of Selection Committee for the post of Registrar shall be as per Dibrugarh University Act, 1965 (Section 29) as amended up-to-date.

Article (10) The Registrar may be provided staff quarter as per his/her entitlement and he/she will not get HRA.

Article (11) The Registrar shall be provided a car with a driver for his/her official works.

Article (12): Leave, Leave Salary, Group Insurance, Medical Benefits, Travel Allowance, Daily Allowances, Provident Fund, Gratuity, Pension and other cognate matters relating to the Registrar shall be govern by the respective statutes, ordinance, regulations and rules, adopted by the Executive Council of Dibrugarh University.

Article (13) When the office of the Registrar falls vacant on account of one reason or the other, such as long illness, long absence, resignation, suspension, the Vice-Chancellor may appoint an Officiating Registrar having requisite eligibility as mentioned in Article – 8 after obtaining the approval from the Executive Council. Here, ‘Officiating Registrar’ is a long term arrangement which allot all duties and functions of the Registrar as prescribed in the Dibrugarh University Act, 1965.

Article (14) When the Office of the Registrar falls vacant for a day or a few days on account of illness, attending meeting outside the headquarters etc. the Vice-Chancellor shall appoint a senior officer of the University to discharge day to day functions as In-Charge Registrar.

Article (15): Disciplinary proceedings shall be governed by the Dibrugarh University Employees’ Service Conditions Ordinance, 2000 (as amended up-to-date). Any facts not covered by this Ordinance, the Assam Service (Discipline & Appeal) Rules, 1964 shall be applicable.

Article (16): Notwithstanding anything contained in this Ordinance, any decision given, order made, anything done, any action taken or any proceedings commenced under any of the provisions of the Act, Rules, Statutes, Regulations of the University in force immediately before the commencement of this Ordinance, shall, in so far as they



are not inconsistent with the provisions of this Ordinance, continue in force and shall be deemed to have been given, made, done, taken or commenced under the provisions of the Dibrugarh University Act.

Article (17): The Executive Council shall have the right to interpret any of these Articles whenever circumstances so deemed, which shall be final.

A handwritten signature in blue ink, appearing to read "J. J. J.", is written on the page. The signature is stylized and includes a horizontal line underneath the main part of the name.