

**Government of India**  
**Ministry of Youth Affairs & Sports**  
**Department of Sports**

**Appointment of First Registrar and First Finance Officer in National Sports University,  
Imphal (Manipur)**

**(A Central University)**

National Sports University, Imphal (Manipur) is a Central University established under National Sports University Act, 2018.

Applications are invited from the Indian Citizens for following posts:-

Sl. No.	Name of Post	No. of Post	Revised Scale of Pay (Rs.)
1.	Registrar	01	Level 14 with Rationalised Entry Pay of Rs 1,44,200/-, as per 7th CPC Pay Matrix.
2.	Finance Officer	01	Level 14 with Rationalised Entry Pay of Rs 1,44,200/-, as per 7th CPC Pay Matrix.

Details regarding minimum qualifications & other details are given below.

**A. Essential Qualification for the post of Registrar:**

Appointments to the post of Registrar shall be made by the Central Government for a period of (03) three years. The following categories of persons shall be eligible to be considered for appointment:

1. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor alongwith 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.

Upper age limit: Preferably below 59 years of age as on the closing date of receipt of applications of this advertisement.

Age of superannuation: 62 years

**B. Essential Qualification for the post of Finance Officer:**

Appointments to the post of Finance Officer shall be made by the Central Government for period of (03) three years. The following categories of persons shall be eligible to be considered for appointment:

(1) Persons, who have knowledge or experience of financial administration/management and are working in Universities or other institutions/establishments of Higher education/research etc:

(i) As Professor (or equivalent);

or

(ii) As teacher or academic or research staff, with a service of at least fifteen years including eight years in the rank/grade of Associate Professor (or equivalent);

or

(iii) As financial officer/functionary, holding a Post-graduate degree in Commerce/ Management with at least 55% marks or its equivalent grade (in the UGC Sevenpoint scale) and with service of at least fifteen years, including eight years as Deputy Registrar or Deputy Finance Officer or equivalent.

(2) Persons working in Government or a Public Sector Undertaking and possessing appropriate experience of Financial Administration/ Management with a service of at least (10) ten years in posts of Group 'A' level or with an overall service of at least fifteen years including eight years in posts of Group 'A' level;

(3) Chartered Accounts with an experience of not less than twelve years as Chartered Accountant.

(4) A Master Degree with at least 55% of the marks or its equivalent Grade of 'B' in the UGC seven point scale with

(i) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with eight years of service in AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.

Or

(ii) Comparable experience in research establishment and/or other institution of higher education.

Or

(iii) As administrative officer/ functionary having 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post

Age of superannuation: 62 years.

**General Instructions:**

(i) The University reserves the right to withdraw any advertised post at any time without giving any reason.

(ii) Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee shall short-list the most suitable candidates to be called for the interview.

(iii) Only matriculation/SSC certificate/Admit card/passing certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.

(iv) Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.

(v) Only the short-candidates will be called for interview. Shortlisted candidates, called for interview, will bear the expenses on travel and stay.

(vi) The age of superannuation shall be 62 years for the post of Registrar and Finance Officer.

(vii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Manipur and courts/tribunals/forums at Manipur only shall have sole and exclusive jurisdiction to try any such cause/ dispute.

(viii) The University reserves the right to reject any application without assigning any reason whatsoever.

(ix) The University reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.

(x) Any corrigendum/changes/updates shall be available only on Ministry's website: [www.yas.nic.in](http://www.yas.nic.in)

(xi) The candidate must attach copies of all relevant testimonial documents self-attested. The original certificates would be required at the time of interview only.

(xii) The posts carry usual allowances i.e. DA, HRA and Transport Allowance etc. as admissible to National Sports University. In addition to the emoluments, benefits such as Leave Travel Concession, Reimbursement of Medical expenses for self and dependents, conveyance advance, Children Education Allowance etc. are available as per National Sports

University rules. In case accommodation is not provided by the University, admissible HRA will be given.

(xiii) Applications not accompanied with or incomplete, unsigned applications and those not accompanied with copies of attested certificates and application fee will be summarily rejected.

(xiv) Applications from the candidates employed in Govt. Dept./Public sector organizations/autonomous bodies shall be acceptable. Advance copy of application should reach before the last date. However, they may produce the NOC from their organization at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her (ii) the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected proforma attached. The Up-to-date CR Dossiers. Integrity Certificate. List of Major/Minor penalties, if any, imposed during the last 05 years may be asked to submit at any time.

(xv) The period of experience in the requisite discipline/ area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for that post.

(xvi) The decision of the University in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.

(xvii) Applications received after the prescribed date will not be entertained.

(xviii) Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.

(xix) Minimum Educational Qualifications, All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained:

(xx) The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.

(xxi) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as University may require.

(xxii) The envelope must be superscribed as application for the post of "Name of the Post". Name of the post applied for should also be indicated on the envelope. Application may be rejected, if not superscribed.

(xxiii) The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise.

(xxiv) Application fees in form of non-refundable demand draft of Rs. 1000/- (Rs. One Thousand only for General and OBC candidates) and Rs. 500/- (Rs. Five hundred only for SC/ST candidates) from any nationalized bank drawn in favour of the Registrar, National Sports University, payable at Imphal.

(xxvii) The duly filled in application form, complete in all respects, and accompanied by demand draft and all requisite documents/copies of certificates must reach the office of the

**Deputy Secretary (Sports), Ministry of Youth Affairs & Sports, Room No. 520 “C”, Shastri Bhawan, New Delhi-110001, within 30 days days** from the date of publication of this advertisement, by Registered/ Speed Post.

**Application for the post of Registrar /Finance Officer in National Sports University,  
Imphal (Manipur), (A Central University)**

Affix latest  
self  
Attested  
Passport size  
Coloured  
photograph

Name of the post applied for:

Payment of Fee

Demand Draft no. (in favour of Registrar, National Sports University)	Date	Amount	Bank

THE CANDIDATES ARE ADVISED TO READ THE INSTRUCTIONS CAREFULLY  
(On website [www.yas.nic.in](http://www.yas.nic.in)) BEFORE FILLING UP THE APPLICATION FORM

1. Name:

2. Father's Name:

3. Mother's Name

4. Sex: Male/Female (Please tick )

5. Date of Birth:

6. Marital Status: Married/Unmarried (Please tick )

7. Nationality:

8. Category:

(a) Whether Schedule Caste/Schedule Tribe: Yes / No (Please tick)

(If yes), please enclose the certificate issued by the prescribed competent authority.

(b) Whether Physically Handicapped: Yes / No (Please tick)

If yes, please enclose the certificate issued by the prescribed competent authority.

(i) Nature of disability

(ii) Percentage of disability

9. Complete Address for correspondence with PIN:

10. Complete Permanent Address with PIN:

11. Telephone No. and mobile number:

12: Email id:

13. Academic Qualifications:

Examination Passed	Board / University	Year of passing	Class/Division	% of marks	Subjects
High School					
Intermediate					
Graduate					
Post Graduate					
Doctorate (Ph.D./D.Phil)					







.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

20. Names and Address of two Referees, under whom you have worked:

<p>1. Name: ..... ...</p> <p>Address: ..... ..... ..... .....</p> <p>Ph. No: ..... ...</p> <p>E-mail ID: .....</p>	<p>2. Name: ..... .....</p> <p>Address: ..... ..... ..... .....</p> <p>Ph. No: .....</p> <p>E-mail ID: .....</p>
--	--

21. Additional information, if any?

.....

22. **Declaration:** I, \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_ hereby solemnly declare that the  
information presented in this application as above are correct and complete to the best of my  
knowledge and belief, and that no material information has been concealed or suppressed and  
if there has been suppression of nay factual information, my service can be terminated, if  
selected.

**Signature of the Applicant**

Place: .....

Date: .....

List of Enclosures with the Application:

1. Covering letter.
2. Proof in support of date of birth (copy of the matriculate certificate indicating date of birth)
3. Copies of degrees (Bachelors, Masters, Doctoral, etc)
4. Recent passport size colour photograph
5. No-objection certificate/Integrity Certificate/Vigilance clearance Certificate/No Penalty certificate from current employer

**NO OBJECTION CERTIFICATE**

This Department/Organization will have no objection in relieving Dr./Shri./Smt./Ms.  
.....S/D/W/.....  
.....working as .....in this  
Department of Central Govt./State Govt./Autonomous Body/PSU  
..... in the event of his/her selection for the post applied  
for in National Sports University, Imphal (Manipur)

Signature:

Name in Block letters

**Registrar/Head of the Institution/Department**

**(Designation with rubber stamp)**

Date:

Place:

**INTEGRITY CERTIFICATE**

This is to certify that the integrity of Dr./Shri./Smt./Ms.  
.....  
S/D/W/.....working as  
.....in this Department of Central Govt./State  
Govt./Autonomous Body/PSU .....  
is beyond the doubt and nothing adverse has come to notice.

Signature:

Name in Block letters

**Registrar/Head of the Institution/Department**

**(Designation with rubber stamp)**

Date:

Place:

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against

Dr./Shri./Smt./Ms.....S/D/W .....

Signature:

Name in Block letters

**Registrar/Head of the Institution/Department**

**(Designation with rubber stamp)**

Date:

Place:

**NO PENALTY CERTIFICATE**

Certified that no minor / major penalty has been imposed on Dr./Shri./Smt./Ms  
.....  
S/D/W ..... during his /her entire service.

Signature:

Name in Block letters

**Registrar/Head of the Institution/Department**

**(Designation with rubber stamp)**

Date:

Place:

