



Telangana State Private Universities Act No. 11 of 2024
Gowraram, Hyderabad, Telangana, 502279

www.kaveriuniversity.edu.in

NOTIFICATION NO. 6/2026

Assistant Registrar (Admissions & Establishment)

The University invites applications from qualified and experienced candidates for the position of **Assistant Registrar (Admissions & Establishment)**.

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: 06-04-2026

Assistant Controller of Examinations

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

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 experience in examination work or academic administration in a university or reputed institution.
4. Experience in assisting with conduct of examinations, including timetable preparation, coordination, and logistics.
5. Working knowledge of examination procedures such as paper setting, evaluation, tabulation, and result processing.
6. Familiarity with university/UGC regulations related to examinations and academic processes.
7. Ability to handle confidential examination-related work with accuracy and discretion.
8. Proficiency in computer applications, especially MS Office, examination management systems, and ERP software.
9. Skills in office procedures, file handling, noting, and drafting official correspondence.
10. Candidate should possess integrity, attention to detail, time management skills, and the ability to work under deadlines in a fast-paced environment.

Responsibilities

1. Assisting the Controller of Examinations in implementing NEP, ICAR and NCrf guidelines.
2. Coordinating mid-semester and end-semester examinations.
3. Ensuring confidentiality of question papers and evaluation processes & uploading on ABC portal.
4. Overseeing result processing and publication of grade sheets.
5. Managing revaluation processes and malpractice cases.
6. Supervising data uploading to regulatory portals (e.g., ABC portal).
7. Coordinating convocation-related examination matters.
8. Supervising examination branch administrative operations.
9. Monitoring file movement and documentation workflow.
10. Ensuring timely processing of examination-related applications.
11. Maintaining official records, registers, and archives.
12. Coordinating audit, inspection, and compliance documentation.
13. Supporting convocation logistics from an administrative perspective.

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: **06-04-2026**