

- **Position:** Administrative Personnel for various assignments at different Section/ Cell/ Department/ Institute and University.
 - **Selection Process:** Written test, Computer Proficiency test and personal interview.
 1. **Written Test:** Candidates who get shortlisted for the said position after the initial scrutiny will be given an assignment / case study based on the day-to-day Academic Institutions' administration practical issues and affairs.
 2. **Computer Proficiency Test:** Candidates shall have to perform test on Microsoft Office Tools [MS-Word, MS-Excel, MS-PowerPoint], Usage of Internet and day to day office administration computer system.
 3. **Personal Interview:** The candidates shall be interviewed with the University Selection Committee where candidates will be allowed to exhibit their originality of content for academic administration, explanation ability, error-free English, brevity, body language and general persona and aptitude in the domain area through their in-depth subject knowledge, an inclination for academic administration assignment and attitude towards academic profession and perception.
 4. **HR Interview:** Candidates shortlisted for the said position will be communicated about expectations of university and terms of employment. Their expectations and aspirations will also be understood.
 - **What's on offer?**
 - A competitive, innovative, and potentially working environment, which enables professional and personal growth. A long-term career opportunity to grow with us into functional Autonomy.
- Privileges offered by CHARUSAT University:**
- A co-operative and facilitative working environment.
 - A long-term career opportunity to grow.
 - Pay packages commensurate with qualifications and experience
 - Medical facility of CHARUSAT Hospital like OPD.
 - Access to Sports facility and gymnasium on the campus
 - Women friendly campus
 - Access to Charusat, Labs, Library, design group, Unit labs.
 - Crèches
 - Equal opportunity to all the employees
 - Self-development and knowledge enhancement activities by national and international tours financed by charusat.

Registrar