Job Profile of Assistant Registrar and Section Officer (Contractual)

The Assistant Registrar and Section Officer (Contractual) shall be responsible for the following duties and functions:

1. To perform administrative, establishment, and clerical duties in various departments/sections of the University.
2. To maintain and update official files, records, registers, and other relevant documents.
3. To prepare reports, statements, notes, and other documents as required by the University.
4. To assist the Registrar and other Officers of the University in the discharge of their administrative and official duties.
5. To attend to and facilitate the resolution of queries and requests received from students, employees, parents, visitors, and members of the public.
6. To assist in the effective implementation of University policies, rules, regulations, and administrative decisions.
7. To coordinate with various departments/sections for the smooth and timely execution of administrative matters.
8. To perform any other duties and responsibilities as may be assigned from time to time by the Competent Authority.