



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Message No. 098 08 010
No. SAARC/ESC/236/2021

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and has the honour to state that the South Asian University (SAU) has conveyed a **vacancy announcement** for posts of teaching and non-teaching positions (**Annex I**).

Further details are available on University's website: www.sau.ac.in/ www.sau.int. Interested applicants may send applications to SAU by the **deadline of 30 April 2021**.

The esteemed Member States are requested to take necessary measures for widest possible circulation of the advertisement.

The Secretariat of SAARC avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States of SAARC, the assurances of its highest consideration.

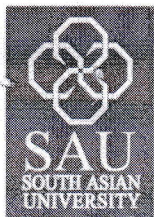
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Kathmandu, 16 February 2021

The Ministries of Foreign/External Affairs,
(SAARC Division),
Member States of SAARC.

Copy to the Acting President of the South Asian University, New Delhi



South Asian University

(A University established by SAARC Nations)
Akbar Bhawan, Chanakyapuri, New Delhi-110021, India
Tel. : 91-11-2412 2512-14 Fax : 91-11-2412 2511
Website : www.southasianuniversity.org

F. No. : SAU/Recruit/2021

1st February 2021

The South Asian University (SAU) presents its compliments to the esteemed SAARC Secretariat, and has the honour to state that the SAU has advertised one position each of Professor (Economics), Registrar and Director (Admissions & Examinations), SAU.

Advertisement is going to be released next week in various leading newspapers of SAARC countries. Details are available on www.sau.ac.in / www.sau.int. The copy of the advertisement is attached herewith.

Since advertisement in various newspapers alone may not generate adequate response, SAARC Secretariat is requested to give wide publicity to the recruitment notice.

The South Asian University avails itself of this opportunity to renew to the SAARC Secretariat the assurance of its highest consideration.

Encl.: As above.

Ms. Varuni Muthukumarana

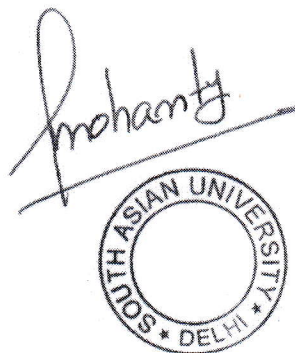
Director

SAARC Secretariat

Tridevi Marg, P. O. Box No. 4222

Kathmandu, Nepal

Email: dirtsri@saarc-sec.org





VACANCIES — Teaching / Non-Teaching Positions

South Asian University (SAU) is an international University focused on postgraduate teaching & research, jointly established and funded by the eight SAARC countries. SAU is looking for one outstanding, highly qualified and experienced faculty member and two non-teaching staff.

To apply for a faculty position, applicants should be outstanding scholars whose research and teaching interests will expand or complement the existing academic programs of the University.

To apply for a non-academic position, applicants should be experienced professionals in the sought area of specialization.

Citizens of the eight SAARC Member States are especially encouraged to apply for these positions. Selected candidates from countries other than India will be sponsored for a work visa in India. Interested candidates may apply in the prescribed form.

1. Applications are invited against the following positions:

- a. Professor (Economics) – One position - US\$ 30,000 to 45,000 per annum
- b. Registrar – Grade I A: US\$ 30,000 to 45,000 per annum. Preferred Maximum Age: 54 years as on 30-04-2021.
- c. Director (Admissions & Examinations) – Grade I B: US\$ 27,000 to 40,000 per annum. Preferred Maximum Age: 54 years as on 30-04-2021.

2. Information on the academic programs, current interests of Faculties/Departments can be found on their respective web pages on this website. You may also look at the last few Annual Reports of the University.

3. Eligibility – **Professor (Economics)**

- a. A Professor should be an eminent scholar with evidence of outstanding scholarship and international recognition.
- b. **Essential Qualifications:** Ph.D. degree from a recognized University/Institution; and Master's Degree in relevant subject area with at least 60% marks or equivalent grade (for Science subjects); OR with at least 55% marks or equivalent grade (for Social Science and Humanities). Post-doctoral research and/or postgraduate teaching experience of at least 12 years (excluding the period spent for obtaining the research degree).
- c. **Notes:** (i) Post-Ph.D. experience will only be counted if the experience was not obtained while pursuing Ph.D. or other degrees, and was acquired on a regular confirmed position and/or regular full time contractual position with responsibilities of full-time teaching/ research. (ii) Experience of teaching at the undergraduate level will not be considered as relevant experience.
- d. **Desirable Qualifications:**
 - i. High quality research publications in journals of repute.
 - ii. Experience in guiding doctoral research and a productive research group.
 - iii. For laboratory based research in sciences, proven ability to get research funding from National / International granting agencies.
- e. **Other Provisions:** Research and teaching experience during the period a candidate is registered for obtaining Ph.D. degree, will not be considered as relevant experience. However, if a candidate with an M.Phil / M.Tech degree was involved in the teaching of post-graduate courses as a regular faculty before enrolling for PhD degree, half of the period of such teaching experience will be considered as a relevant experience.

4. Eligibility – **Registrar**

- a. **Minimum Educational Qualifications and Experience:** Master's degree with at least 55% marks or equivalent grades, plus at least 15 years related professional experience in progressively responsible positions in a University/large academic institution including at least 8 years as Deputy

Registrar or above. Successful candidate must have thorough knowledge of and experience with policies, regulations and academic standards; ability to understand rules and regulations and apply them in varying circumstances; ability to manage web applications, complex administrative databases and technology-based management information systems; experience with management of an office and evaluation of employees; strong interpersonal skills; exceptional writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

- b. **Responsibilities:** The Registrar will head the administrative team in the University and will be responsible for providing efficient, effective and expedient services needed on day-to-day basis for smooth running of the University. The Registrar will oversee the daily internal administration of the University, the management of all major activities, campus development works, the procurement of goods and services, the security and upkeep of all buildings, property and assets, the maintenance of administrative databases, and the supervision of all staff and student workers. He/she ensure the accuracy, integrity, consistency, objectivity, security and longevity of university records. In addition, when required, he/she will produce position papers and reports based upon information, data and records available within or outside the University, and perform other related duties and special projects as assigned or directed.

5. Eligibility – **Director (Admissions & Examinations)**

- a. **Minimum Educational Qualifications and Experience:** Master's Degree with at least 55% marks or equivalent grades, plus at least 15 years related professional experience, of which 8 years as Deputy Registrar or in progressively responsible positions in a University/large academic institution. Successful candidate must have thorough knowledge of Admissions, transfer credit requirements, degree verification, pre-conduct and post-conduct examinations and graduation procedures and processes, transcripts, academic record-keeping, and the ability to use initiative, establish priorities and meet multiple deadlines. He/she must have strong interpersonal skills and the ability to communicate effectively; exceptional writing and speaking skills; experience of using necessary computational tools, databases, web applications and technology based student information systems including good knowledge of examination software and result automation, strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty and staff, PhD would be desirable.

b. **Desirable:** Familiarity with establishment matters, particularly those relating to faculty, staff and student affairs. Qualifications and experience in modern management methods. PhD and/or adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations and also in semester system, and ability to take organizational charge of meetings of the University.

c. **Responsibilities:** The Director of Admissions & Examinations will be responsible for the whole range of activities associated with Admissions and examinations in the University. These include the recruitment and Admissions of students, the coordination of University-wide examinations and the graduation of students. The Director and his/her team will provide efficient, effective and expedient responses to queries from students, staff and external organizations; follow up with relevant parties in relation to prospective student enquiries, examinations and graduation as required; maintain accurate records; administer the printing, preparation, record-keeping and delivery of examination papers; and organize public events such as open days, promotional expos and convocation ceremonies. In addition, he/she will produce research data, analyses and reports as needed and perform other related duties and special projects as assigned or directed.

NOTE: Those who have applied for the post earlier advertised vide Advertisement No. 01/2018 dated 15-11-2018 need not to apply again. Their application will be considered for the said position provided they meet the eligibility criteria. However, they can send an updated resume if there are any changes in their CV. They are not required to pay any fee.

6. **Selection Process:** All applications will be screened by a Screening committee that will shortlist candidates. Short-listed candidates will be invited for an interview. Ability to teach and communicate effectively with students will form an important component of the assessment of a candidate for a faculty position. Candidates from outside India who are unable to attend the interview may be interviewed through Skype.

7. **Salary, Benefits and Incentives:** Salary package being offered by SAU is highly attractive, compared to what teaching & non-teaching staffs are offered in Central or State Universities in India. Selected candidates who meet the minimum essential criteria of qualifications and experience will be offered a basic salary in the beginning of the pay range. Higher starting basic salary may be offered to candidates with significantly greater experience than the minimum required for the position. Salary fixation shall be as per the guidelines.

8. **Allowances:** In addition to the basic salary the other components like Dearness Allowance (DA), House Rent Allowance (HRA) and contribution to pension fund will be added to salary as admissible from time to time to other employees of the University. In addition, a faculty member is eligible for RRG and start-up funds as is admissible from time to time.
9. **Annual increment:** A 3% annual increment in basic salary will be provided.
10. **Privileges and Immunities:** The privileges and immunities shall be regulated as per SAU Act, 2008 and Headquarter Agreement and after issuance of MEA-ID card only.
11. **Health coverage:** The University offers health benefit schemes as per SAU Rules/ Regulations.
12. **Relocation allowance:** Newly appointed faculty members and non-teaching employees belonging in Grades I to III are entitled to a relocation allowance for travel to Delhi along with their family members, and for covering the cost of transporting household goods and luggage as per SAU Regulations. The allowance (upper limit of one month's basic salary) will be payable upon submission of receipts of actual expenses on travel and transportation of household goods.
13. **Contract:**
- a. For Professor (Economics), the initial recruitment at entry level will be on a contract appointment for five years. At the end of the contract period, a favourable assessment of performance as prescribed will result in extension / regularization of services of the employee in accordance with the byelaws of the University.
 - b. The position of the Registrar will be filled up for a specified term as applicable under relevant Rules and Regulation of SAU.
 - c. The tenure of Director (A&E) will be initially for 5 years and extendable for a maximum of another 5 years.

14. Duties and Responsibilities

- a. In all matters, employees will follow the University Rules, Regulations and Bye-laws laid down by the Executive Council and Governing Board from time to time.
 - b. The **Academic Calendar** followed by the University is:
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Monsoon Semester	July 26 to December 10
Winter Semester	January 11 to May 25
Summer Vacation	May 26 to July 25
Winter Vacation	December 11 to January 10

SAU follows a 40-hour work week with holidays on Saturdays and Sundays and some other notified holidays. An average of at least 10 credits of teaching contact hours per semester is a minimum essential eligibility condition for faculty promotion. Tutorial / laboratory contact hours may be extra. Teachers are expected to regularly update the contents of the courses they teach in view of the new knowledge that becomes available from time to time in their areas of teaching and research. In addition, they will evaluate the performance of students and conduct / guide their research work.

c. A faculty member is expected to:

- i. Apply for and obtain external funding to enable development of independent research as well as to develop links with other departments across the University and elsewhere.
- ii. Have the ability to teach effectively over a range of topics at the post-graduate level, not exclusively in the area of his/her research expertise, in lectures, lab sessions and tutorials.
- iii. Supervise the research of students registered for a Master's or M.Phil/PhD program.
- iv. Contribute to various institution-building tasks implicit in the growth of SAU. For example, faculty colleagues may be called upon to share some administrative responsibilities including working on various University committees, and expert groups, participating / overseeing extra-curricular activities of students or other duties assigned by the University authorities

from time to time. Faculty members may also be required to devote part of the vacation period for work related to Admissions and evaluation.

15. **Visa:** SAU will sponsor selected candidates, who are not citizens of India, for special SAU Visa from the Government of India.

16. **Leave:** SAU has provision for duty leave, casual leave, earned leave, medical leave etc. as per the University's Rules, Regulations and Byelaws.

17. Instructions:

- a. Please read the instructions and general conditions before preparing and submitting the application form.
- b. The application form is a MS word document that may be filled on computer and printed out for signing and submission.
- c. Application Fee: A fee of US\$ 20 or Indian Rs.1300/- for each application can be paid via online payment portal available on this website by using credit/debit card or net banking, OR via a bank draft for US\$ 20 or INR 1300/- drawn in favour of "South Asian University", New Delhi. The applicant must write his/her name and post applied for, on the reverse side of the bank draft.
- d. In career history, please fill only those positions that were held for at least 6 months.
- e. On the Publications page, please include those, and only those, research publications that were peer-reviewed. Please do not include abstracts, and articles submitted or under preparation. Magazine and newspaper articles should not be included.
- f. Under "honors, awards and distinctions", please include only significant national and international recognitions. These would include Elected Fellowships of Prestigious Professional Academies, competitive scholarships, medals, orations, invited memberships to prestigious bodies, and consultancies. Please do not include paid memberships of professional bodies and memberships of internal bodies of the institution where you are working or are employed.
- g. Please note that the candidates who are currently employed will have to submit a no-objection certificate from their current employer. This no-objection certificate may be submitted along with the application form itself or at the latest, presented at the time of interview. However, it is not needed in case the

applicant is currently employed in a private institution / organization. This certificate is to ensure that selected candidates will be relieved from their current positions without undue delay.

- h. Candidates, who wish to apply for more than one position, should fill up and send a separate application form for each position.

18. General Conditions:

- a. **The applications received in response to this advertisement will be scrutinized and only shortlisted** candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for further participating in the selection process.
- b. **No correspondence will be entertained from any ineligible and non-selected** candidate. In all matters regarding eligibility, the selection process, the stages at which the scrutiny of eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies, communication of results, etc., the University's decision shall be final and binding on the candidates and no correspondence or personal enquiries shall be entertained in this regard.
- c. The University reserves the right to:
 - i. fix criteria for screening the applications so as to reduce the number of candidates to be called for interview;
 - ii. consider candidates who may not have applied formally for a position;
 - iii. offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidates;
 - iv. draw reserve panel(s) against the possible vacancies in the future;
 - v. modify / amend / reverse / relax / cancel any or all the provisions of the recruitment process at its discretion, even after publication of this advertisement, without assigning any reason thereof;
 - vi. not to fill up any or all the advertised posts;
 - vii. disqualify any candidate who indulges in canvassing of any kind;

viii. modify / withdraw / cancel any communication made to the candidate, in case of any inadvertent mistake in the process of selection which may be detected at any stage before or after the issue of letter of appointment.

19. Submission of Application:

- a. Applications, along with all the requisite documents as mentioned in the application form must be submitted by post / courier to the following address:
Acting President, South Asian University, Akbar Bhawan, Chanakyapuri, New Delhi- 110021, India.
- b. Incomplete applications will not be entertained.
- c. The last date for receiving the applications is 30-04-2021 (Friday).

Disclaimer: *In case of any inadvertent error/omission in the details provided above, the University's Rules/Regulations/Byelaws will prevail.*

APPLICATION FORMS

Online Payment

Teaching Positions

Non-Teaching
Positions