SCORE CARD FOR
THE POST OF DEPUTY REGISTRAR
Nagaon University

(Approved by meeting of the Executive Council of Nagaon University vide Resolution No.: NU/EC/2026/06, Dated 25-06-2026)

Weightage of scorecard and interview marks for direct recruitment for the post of Deputy Registrar as per Score Card.

Sl. No	Post	Academic & Experience Marks	Interview Marks	Total
1.	Deputy Registrar	50	50	100

SUMMARY SCORE CARD			
CRITERIA		Deputy Registrar	
		Marks allocated	Overall marks (Max.)
1.	Academic Record		
1.1	Graduation (80% & above = 10, 60% to < 80% = 08, 50% to < 60% = 06, less than 50% = 04)	10	30
1.2	Post-Graduation (80% & above = 10, 60% to < 80% = 07, 55% to < 60% = 05)	10	
1.3	Ph. D. Degree, if essential/ desirable	10	
2. Essential Qualification.			
(i) A Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) At least 09 years of experience as Assistant Professor or above with 3 years experience in educational administration. OR (iii) Comparable experience in research establishments and/ or other Institutions of higher education OR (iv) 05 years of administrative experience as Assistant Registrar or equivalent post. **Desirable:** i) A degree in Law/ Management/ Engineering from a recognized University/ Institute. ii) Experience of Computer applications/e-office system. iii) Experience in establishment/academic/financial administration in academic or research organization.			
Work Experience			
2.1	Work Experience above the prescribed Qualifications (experiences)	2 mark per completed year (Experience over and above the prescribed essential years) Maximum = 10	10
2.2	Recognitions & Awards/ Ph.D. Guideship/ Extramural Project/ Publications (@ 1 mark per completed activities)		10

3. Personal Interview			
3.1	Domain Knowledge	20	50
3.2	Leadership attributes	30	
Total			100
4.	Overall Qualifying marks for recruitment		
4.1	Minimum Qualifying marks for recommendation for recruitment		50
N.B.: Interviewer Comments (Mandatory if Total Score is >45 or <15)			