

**DR. VITHALRAO VIKHE PATIL FOUNDATION'S
DR. BALASAHEB VIKHE PATIL UNIVERSITY**

Ahilyanagar - 414 111, Maharashtra
(Estd. under Maharashtra State Private University Act 2026)

**SEARCH COMMITTEE INVITES APPLICATIONS/
NOMINATIONS FOR THE POST OF
REGISTRAR & CONTROLLER OF EXAMINATIONS**

The Search Committee invites applications/nominations from eminent academicians fulfilling the qualifications and experience prescribed for the following posts under the applicable provisions of the University Grants Commission (UGC) and the National Medical Commission (NMC), New Delhi, and who are willing to take up this prestigious assignment.

1. REGISTRAR (01 Post):

- The candidate should possess a strong academic and administrative record with demonstrated leadership capability.
- Preference may be given to candidates having professional experience in Health Sciences, Medicine, Higher Education or University Administration.
- Essential Qualifications & Experience: As per UGC and NMC norms.

2. CONTROLLER OF EXAMINATIONS (01 Post):

- Key Responsibility: The Controller of Examinations shall be the principal officer responsible for the planning, conduct, supervision and administration of all University examinations.
- Essential Qualifications & Experience: As per UGC and NMC norms.
- Proven expertise in digital assessment, secure conduct of examinations, and modern evaluation systems is essential.

GENERAL TERMS & CONDITIONS:

1. Tenure: Appointment shall be for a tenure of three years, or as prescribed under the applicable State University Act, Statutes and Regulations, and shall be eligible for reappointment or extension as per the governing provisions.
2. Emoluments: An attractive, negotiable package commensurate with qualifications and executive experience.
3. Screening & Selection: Only short listed candidates meeting the criteria will be called for interview. The Selection Committee reserves the right to fill or not fill the positions.
4. In-service candidates must submit their application through the proper channel, along with a "No Objection Certificate", at the time of interview.
5. Preference will be given to the personnel with experience in Health Sciences Institutes.

ELIGIBILITY & APPLICATION DETAILS

- Essential qualifications and experience
- Desirable qualifications, experience and competencies
- Leadership and administrative skills
- Other eligibility requirements

The prescribed application format is available on the official University website: www.dbvpu.com

The Search Committee has appointed:

Dr. Pandurang M. Gaikwad

Nodal Officer, Search Committee - Present Designation: Secretary General (Offg)

Address: Dr. Vithalrao Vikhe Patil Foundation, Vadgaon Gupta (Vilad Ghat),

Post - MIDC, Ahilyanagar - 414 111 (Maharashtra)

Email: hrmanagervismch@gmail.com Mobile No.: +91 8554990202

Applications/nominations in the prescribed format should be submitted in hard copy (three copies) as well as in soft copy to the Nodal Officer at the above address to reach on or before 28/10/2026.

Applications/nominations received after the prescribed date shall not be entertained.

Short-listed candidates may be invited for personal interaction with the Search Committee, if considered necessary.

The Foundation/University shall not be responsible for any postal delay.

DIRECTOR(MEDICAL)
SEARCH COMMITTEE

DR. VITHALRAO VIKHE PATIL FOUNDATION'S
DR. BALASAHEB VIKHE PATIL UNIVERSITY
Ahilyanagar, Maharashtra – 414 111

APPLICATION FOR THE POST OF REGISTRAR

1. PERSONAL INFORMATION

Full Name (in BLOCK LETTERS): _____
Father's / Husband's Name: _____
Date of Birth (DD/MM/YYYY): ____ / ____ / ____ Age (as on the Date of Application): ____ Years ____ Months
Gender: ☐ Male ☐ Female ☐ Other Nationality: _____
Category: ☐ General / Open ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ Other
Marital Status: _____

2. CONTACT DETAILS

Correspondence Address

City / District: _____
State: _____
PIN Code: _____
Mobile Number: +91 _____
Alternate Contact No.: +91 _____
Email ID: _____

Permanent Address (If different from the above)

City / District: _____
State: _____
PIN Code: _____

3. EDUCATIONAL QUALIFICATIONS (Starting from Post-Graduation onwards)

Degree / Qualification	Specialization / Subject	Board / University	Year of Passing	Percentage / CGPA	Class / Division
Post-Graduation (Master's)					
M.Phil.					
Ph.D.					
Other Professional Qualification(s)					

4. ADMINISTRATIVE & ACADEMIC EXPERIENCE (To be provided in chronological order)

As per the eligibility criteria prescribed in the Statutes, Ordinances, UGC Regulations and the University's recruitment advertisement (e.g., 15 years of experience as Assistant Professor / Associate Professor or 8 years as Associate Professor/Professor, or equivalent administrative experience in a University / Higher Education Institution).

Name of Organisation / University	Designation / Post Held	Nature of Duties (Administrative / Academic / Teaching / Other)	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Pay Scale / Gross Salary	Total Experience (Years / Months)

5. KEY ADMINISTRATIVE ACADEVEMENTS & CONTRIBUTIONS

(Briefly state key achievements in university administration, academic governance, examination management, regulatory compliance (UGC/NAAC/NIRF), or institutional management.)

- _____
- _____
- _____

6. REFERENCES (Two responsible persons, not related to the applicant, holding senior administrative/academic positions)

1. Reference 1:

Name: _____
Designation & Organization: _____
Phone / Email: _____

2. Reference 2:

Name: _____
Designation & Organization: _____
Phone / Email: _____

7. ENCLOSURES / CHECKLIST OF ATTACHMENTS (Tick appropriate boxes and attach self-attested photocopies)

- | | |
|---|---|
| ☐ Proof of Date of Birth (SSLC / Passport / Birth Certificate) | ☐ Current Salary Slip / Pay Scale Proof |
| ☐ Educational Qualification Certificates & Mark Sheets (UG, PG, Ph.D., etc.) | ☐ No Objection Certificate (NOC) from current employer (if applicable) |
| ☐ Experience Certificates & Service Proofs | ☐ Updated Detailed Curriculum Vitae (CV) |
| | ☐ Any other relevant supporting documents: _____ |

8. DECLARATION

I hereby declare that all the statements made in this application and the attached documents are true, complete, and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, misleading, or incorrect at any stage, my candidature/appointment is liable to be cancelled or terminated without prior notice.

Place: _____
Date: ____ / ____ / ____

(Signature of the Applicant)

Name of the Applicant: _____

DR. VITHALRAO VIKHE PATIL FOUNDATION'S
DR. BALASAHEB VIKHE PATIL UNIVERSITY

Ahilyanagar, Maharashtra – 414 111

APPLICATION FOR THE POST OF CONTROLLER OF EXAMINATIONS

1. PERSONAL INFORMATION

Full Name (in Block Letters): _____ Father's / Husband's Name: _____
Date of Birth (DD/MM/YYYY): ____ / ____ / ____ Age (as on date of application): ____ Years ____ Months
Gender: ☐ Male ☐ Female ☐ Other Nationality: _____
Category: ☐ General / Open ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ Other Marital Status: _____

2. CONTACT DETAILS

Correspondence Address: _____

City/District: _____ State: _____
PIN Code: _____
Mobile Number: +91 _____
Alternate Contact No.: +91 _____
Email ID: _____

Permanent Address: (If different from above)

City/District: _____ State: _____
PIN Code: _____

3. EDUCATIONAL QUALIFICATIONS (Starting from Post-Graduation onwards)

Degree / Qualification	Specialization / Subject	Board / University	Year of Passing	Percentage / CGPA	Class / Division
Post-Graduation (Master's)					
M.Phil.					
Ph.D.					
Other Qualifications / IT Certification					

4. WORK EXPERIENCE (Chronological order)

Minimum requirement typically includes 15 years of experience as Assistant Professor / Associate Professor or 8 years as Associate/Professor,
OR comparable experience in examination management/university administration.

Name of Organization / University	Designation / Post Held	Nature of Duty (Teaching / Exam Admin)	From (DD/MM/YY)	To (DD/MM/YY)	Pay Scale / Gross Salary	Total Experience (Years/Months)

5. SPECIFIC EXAMINATION ADMINISTRATION EXPERIENCE

(Provide details of relevant experience in managing university or board examinations, pre-exam prep, confidential question paper setting, digital evaluation, result automation, or grievance redressal)

- Conduct of Examinations & Timetabling: _____
- Confidential Operations & Question Paper Security: _____
- Digital Valuation / Result Processing & Automation: _____
- Handling Examination Reforms / Malpractice & Grievances: _____

6. REFERENCES (Two senior academic or administrative professionals, not related to the applicant)

- | | |
|--|--|
| 1. Reference 1:
Name: _____
Designation & Organization: _____
Phone / Email: _____ | 2. Reference 2:
Name: _____
Designation & Organization: _____
Phone / Email: _____ |
|--|--|

7. CHECKLIST OF ATTACHED DOCUMENTS- (Tick appropriate boxes and attach self-attested photocopies)

- | | |
|---|---|
| ☐ Proof of Date of Birth (SSLC / Passport / Birth Certificate) | ☐ Proof of Current Salary / Latest Pay Slip |
| ☐ Educational Qualification Certificates & Mark Sheets (UG, PG, PhD, etc.) | ☐ No Objection Certificate (NOC) from current employer (if applicable) |
| ☐ Teaching & Examination Administrative Experience Certificates | ☐ Detailed Curriculum Vitae (CV) |

8. DECLARATION

I hereby declare that all the statements made in this application form and the attached documents are true, complete, and correct to the best of my knowledge and belief. I understand that if any information is found false, misleading, or incorrect at any stage, my candidature or appointment is liable to be cancelled or terminated without notice.

Place: _____
Date: ____ / ____ / ____

(Signature of the Applicant)