

MAHAYOGI GORAKHNATH UNIVERSITY, GORAKHPUR
Arogya Dham, Balapar Road, Sonbarsa, Gorakhpur-273007

VACANCY NOTIFICATION

Advertisement No.: MGUG/Recruitment/2026/02/001

Dated: 18.02.2026

Mahayogi Gorakhnath University Gorakhpur, is a Multidisciplinary University that is continuously expanding its infrastructure across a 200+ acre campus at Balapar, Gorakhpur. The University offers Higher Education across diverse fields, including Medicine, Ayurveda, Pharmacy, Nursing, Agriculture, Allied Health Sciences, and Management & Commerce. Additionally, the campus is home to a upcoming state-of-the-art multi-specialty hospital which will provide 1,800 beds high-quality healthcare services to the community in and around the region, along with two functional multispecialty hospitals with 650+ Beds (Gorakhnath Chikitsalaya) and 300+ Beds (Mahayogi Gorakhnath Chikitsalaya) both at Gorakhpur.

Mahayogi Gorakhnath University, Gorakhpur invites applications from eligible, experienced and dedicated candidates for the following position:

Post: Deputy Registrar (Estate and Records)

Essential Qualifications and Skills:

- Master Degree from a recognized university with minimum 55%.
- Working knowledge of Hindi and English, with proven ability in official drafting, legal language, noting and correspondence.
- Minimum 5 years of relevant experience in a University / Higher Education Institution / Government / Autonomous body, dealing with civil matters, property and documentation work, and record keeping (academic and administrative).
- Experience in handling estate matters, land & property records, statutory documents, agreements, and litigation-related files.

Desirable Qualifications and Skills:

- Bachelor's Degree in Law (BA LLB/ LL.B.) from a recognized University.
- Experience of working in the same or equivalent position such as Deputy Registrar/Assistant Registrar (Estate / Records/Legal).
- Practical exposure to UP Private Universities Act, UGC Regulations, Regulatory Regulations, RTI Act, audit procedures, and court matters.
- Experience in digitization of records, asset registers, land documents, and e-governance systems.
- Ability to independently handle legal drafting, contracts, notices, affidavits, replies to legal notices, and coordination with advocates.
- Proficient in the use of ERP systems for efficient record management and documentation.

How to Apply:

Eligible candidates may send their detailed resume along with supporting documents and a cover letter to **hr.head@mgug.ac.in** on or before **14th March, 2026**. Shortlisted candidates will be called for an interview.

Subject of Email: *Application for Deputy Registrar (Estate and Records)*

Remuneration:

- Salary shall be commensurate with qualification, skills and experience as per University rules.

Note: The University reserves the right: (i) To fill or not to fill any or all the posts advertised for any reasons whatsoever. If any vacancy arises after a particular post is filled, the vacancy shall be advertised. (ii) To withdraw the advertisement, either partly or wholly, at any time without assigning any reason.