

RESUME

GIRIJESH KUMAR

Assistant Registrar

Indira Gandhi National Tribal University (A Central University), Amarkantak, M.P.



EDUCATIONAL QUALIFICATION

- Master of Public Administration (**MPA**) from IGNOU, New Delhi with 63% marks
- Master of Business Administration (**MBA**) from S.M. University with 66.5% marks
- **P.G.D.C.A.** from Kurukshetra University, Kurukshetra
- One Year Training & Secretarial Diploma course from Y.M.C.A. New Delhi.
- Bachelor of Commerce (**B.Com**) from University of Delhi, Delhi.

WORK EXPERIENCE

More than **19** years of regular working experience (w.e.f. **16.12.2003** onwards) in different Government organizations/ Universities on permanent positions as under:

- Presently working as **Assistant Registrar** in Indira Gandhi National Tribal University (A Central University), Amarkantak, M.P. w.e.f. **25.01.2016 till date** in Pay Level-10 as per 7 CPC.
- **Private Secretary to Vice-Chancellor** (*with two legendary Vice-Chancellors during the period*) Indira Gandhi National Tribal University (A Central University), Amarkantak, M.P. from **31.07.2010 to 24.01.2016** in PB-2 with GP of Rs. 4600/-
- **PA to Secretary-cum-Commissioner/ Labour Commissioner** (*with 07 different senior IAS Officers during the period*), Department of Labour & Employment, Government of N.C.T. of Delhi (Govt. of Delhi) from **01.04.2005 to 30.07.2010** with exemplary service record.
- **Stenographer (English)** with the Director, Indira Gandhi National Open University (IGNOU), RC Jammu from **16.12.2003 to 31.03.2005** on permanent position.

DETAILS OF WORKING EXPERIENCE AS ASSISTANT REGISTRAR

- Assistant Registrar (**Ph.D. Section**) : {from September 2022 till date}
 - Assistant Registrar (**Admin.& Establishment**) {Jan. 2017 to July 2017 and Dec.2020 to Sept. 2022}:
 - Assistant Registrar (**Purchase & Store**) {during Oct. 2018 to Dec. 2020}:
 - Assistant Registrar (**Admissions & Examination**) {during Jan. 2018 to Oct. 2018}:
 - Assistant Registrar (**Finance & Accounts**) {Feb. 2016 to Jan. 2017 & July 2017 to Jan. 2018}
- ❖ **Private Secretary to Hon'ble Vice-Chancellor** (PS to VC) {July 2010 to Feb. 2016}}

OTHER IMPORTANT ASSIGNMENTS AS ASSISTANT REGISTRAR :

- Liaison Officer to monitor the official communication related to Regional Campus Manipur,
- Nodal Officer for compliance of Audit Memos related to Admin.& Establishment, Recruitment, Store, and Library etc.
- "Nodal Officer" GeM Procurement and CPP Portal (E-Publishing).
- Secretary, Central Purchase Committee of the University for Procurement of goods and services for the University
- Member Secretary of Standing Committee to frame tender/ bidding documents for procurement of goods and services
- Contributed for organizing three 28 days Online Training Programmes for Administrative Officers of various Higher Educational Institutions (HEIs) in the country during 2020, 2021 and 2022.

CONTACT DETAILS :

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Place: Amarkantak

(GIRIJESH KUMAR)