

MAURITIUS INSTITUTE OF EDUCATION

POST : **Deputy Registrar**

SALARY SCALE : **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 – 94250 x 2750 - 102500 (MIE 46 – PRB 2026)**

QUALIFICATIONS :

By selection from the grade of Assistant Registrar at the MIE on the basis of qualifications, experience and merit.

DUTIES:

1. To assist the Registrar in the performance of his duties.
2. To coordinate work at the administrative level.
3. To perform duties assigned by the Registrar and connected with specific areas such as staff matters, public relations, upkeep of Institute premises, admission of students, examinations, student welfare and resource management.
4. To carry out such other administrative duties in support of the work of the Institute.