



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

❧ ADVERTISEMENT ❧

No. RTMNU/GA/596

Dated : 17th February, 2022

Applications are invited from eligible candidates in the prescribed 'Application form' available on website of the University www.nagpuruniversity.ac.in alongwith all the required information for appointment to the following statutory post in the University. The post is being advertised as per the permission granted by the Department of Higher & Technical Education, Maharashtra State, Mantralaya, Mumbai vide Letter No. Sankirn-2021/Pra.Kra.223/20/Vishi-1, dated 5th January, 2022.

Name of the Post	No. of Post	Category	Pay Structure
FINANCE AND ACCOUNTS OFFICER	01	<i>Unreserved</i>	Level in Pay Matrix : S - 29, Rs. 1,31,100 – 2,16,600/-

Last date of submission of Application form alongwith self-attested true copies of the relevant enclosures in **NINE SETS** is **11th March, 2022** up to 5.30 p.m.

Completed application form alongwith self-attested copies of certificates / testimonials in **NINE SETS** and **Registration Fee** of Rs.500/- for Open-Category, and Rs.300/- for SC/ST/VJ(A)/NT(B/C/D)/OBC & other reserved categories by way of **DEMAND DRAFT** (non-refundable) drawn in favour of "**Finance and Accounts Officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**", shall be submitted to "**The Registrar, Rashtrasant Tukadoji Maharaj Nagpur University, Jamnalal Bajaj Administrative Building, Mahatma Jotiba Fule Educational Premises, University Campus Square to Ambazari T-Point Marg, Nagpur – 440 033 (M.S.), India**" on or before **11th March, 2022** up to 5.30 p.m.

The Eligibility criteria, Pay scale, Recruitment Norms, Powers and Duties & other terms and conditions for the above post are in accordance with:

- (i) The Maharashtra Public Universities Act, 2016 (Maharashtra Act No.VI of 2017), Section 18;

- (ii) Department of Higher & Technical Education, Maharashtra State Notification No.Vetan-2019/Pra.Kra278/19/Vishi-1, dt.08/12/2020.
- (iii) Department of General Administration, Maharashtra State, Mantralaya, Mumbai Resolution No. Bcc-1097/Pra.Kra.20/97/16-b, dated 21st September, 1998 and
- (iv) All amendments, notified & approved by the concerned authorities from time to time.

**Eligibility Conditions for the post of
'FINANCE AND ACCOUNTS OFFICER'**

Qualifications & Experience	:	Chartered Accountant or a Cost Accountant, with professional experience of not less than FIVE years.
Age Limit	:	Not below 45 years.
Tenure of appointment	:	The appointment of 'FINANCE AND ACCOUNTS OFFICER' shall be for a term of FIVE years or till the age of superannuation, whichever is earlier, and he/she shall not be eligible for re-appointment in this University.
Power & Duties	:	The 'FINANCE AND ACCOUNTS OFFICER' shall have power and shall have to perform duties as incorporated in Section 18 of the Maharashtra Public Universities Act, 2016, as amended from time to time.

GENERAL INSTRUCTIONS, TERMS & CONDITIONS :

1. Please note that the appointment to the post of 'FINANCE AND ACCOUNTS OFFICER' under this advertisement shall be for a term of five years OR till the appointee attains the age of superannuation, whichever is earlier.
2. The right to fill or not to fill the post or to modify/alter/cancel the advertisement is reserved by the University.
3. All disputes arising out of this advertisement are subject to the jurisdiction of competent court in Nagpur.
4. Proficiency in Marathi language is essential.
5. **Educational Qualifications, Experience & other conditions of service would be as per the provisions of Maharashtra Public Universities Act, 2016 and Government Resolutions of Department of Higher & Technical Education, Maharashtra State as amended by the Government of Maharashtra from time to time. The other Resolutions/Circulars issued by the Government of Maharashtra from time to time shall also be applicable to the post of 'FINANCE AND ACCOUNTS OFFICER'.**

6. Candidates must read all the instructions before filling the application form available at **University website** www.nagpuruniversity.ac.in Candidates must ensure that no column in the application form is wrongly filled as the information furnished therein would be used for deciding the eligibility and suitability of the candidates for being called for the interview. Applications not filled in correctly, incomplete or not as per the instructions are liable to be rejected and the responsibility for such rejection would be on the candidate himself/herself.
7. **Self-attested copies of the certificates should be attached in support of information given in the form wherever necessary** and Serial No. of enclosures attached should also be indicated in the respective column given in the form. Any information contained in the attached certificates shall not be considered unless it is claimed in the application form.
8. The candidate should submit his/her Bio-data alongwith the application form.
9. **DULY FILLED IN "PROFORMA-A", SUPPLIED ALONGWITH THE APPLICATION FORM, SHOULD ALSO BE SUBMITTED ALONGWITH THE APPLICATION FORM. FAILURE TO SUBMIT "PROFORMA-A" WOULD MAKE THE APPLICATION LIABLE FOR REJECTION.**
10. The candidates from reserved category who are domiciled outside the State of Maharashtra will be treated as OPEN category candidates as per Maharashtra Govt. Circular No.CBS-1290/23116/Pra.Kra.378/ Mapak.5, dated 24th August, 1995.
11. As per the Govt. Resolution No. CPS-2012/C.R.96/SER-4, dated 27th August, 2014, the "Defined contribution pension scheme" (DCPS) which is implemented in the Maharashtra State shall henceforth be called the "National Pension Scheme" (NPS) and has been made applicable to the Govt. servant, who are recruited on or after 1st November, 2005. The same will be applicable to employees of University.
12. The candidate shall have to submit a **Declaration-II** of the Application Form as per the rules Prescribed by the Govt. of Maharashtra in respect of small family vide Notification No. SRV.2000/CR/(17/2000) XII, dated 28th March, 2005.
13. Candidates should also attach self-attested copies of Caste certificate, Caste Validity certificate and Non-creamy layer certificate, if applicable.
14. **Prescribed Application form can be downloaded from the University Website** www.nagpuruniversity.ac.in Completed form alongwith self-attested copies of certificates / testimonials in **NINE SETS** should be submitted in A-4 size alongwith registration fee (Non-refundable) of Rs.500/- for open category or Rs.300/- for reserved categories by way of demand draft (The Demand Draft must be placed/tagged at the top of the application) drawn in favour of "**Finance & Accounts Officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**".
15. Applicant must write Advertisement No., Name of the post, Category of the Candidate, his/her Name and Full address (with mobile number) on the back of the Demand Draft, without fail.

16. Paste (**do not staple/pin**) a passport size colour photograph in the space provided on the right top portion of the application form, duly attested by the applicant in **at least two sets of the application forms**.
17. Canvassing in any form throughout the selection process will be a disqualification.
18. **Applications incomplete in any respect will be liable to be rejected.**
19. Applicants shall not be entitled to any TA/DA towards attending the interview.
20. On verification of documents supplied by the applicant if it is found that the information received from an applicant is false or is based on false certificates the applicant shall render himself liable for legal action and the interview/selection will be immediately cancelled.
21. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications & professional experience and it is for the candidates themselves to ensure that they possess the prescribed qualifications & professional experience. No inquiry asking for advice as to eligibility will be entertained.
22. Selection will be made on the basis of candidate's previous record and performance during his/her interview. The University may in its discretion adopt any other mode or a method of screening for interview. Also, the University may adopt any mode of interview for selection.
23. The University shall not be held responsible for postponement or cancellation of scheduled interview for any reasons.
24. **Application form of in-service candidate must be signed and forwarded by his/her present employer. However, in case of an "anticipated delay" an applicant may submit the advance copy of his/her application along with the original Demand Draft. In the event of application duly forwarded by the employer not reaching the Registrar within the stipulated time, the applicant concerned shall be required to furnish a "No Objection Certificate" from his/her employer, at the time of interview, in the absence of which he/she shall not be entitled to appear for the interview.**
25. Applicants are advised to submit the applications to the University well in advance, without waiting till the last date, to avoid postal/courier services delay or any other unforeseen problems. The University will not be responsible for any postal/courier services delay at any stage.
26. **Application received after the prescribed last date will be rejected and no communication in this regard will be made with the candidate.**
27. No correspondence will be made with applicants who are not short-listed/not called for interview.
28. University will not be held responsible for the applications misplaced or lost or delayed by the postal department/courier services.
29. Applications received by **E-mail & Fax** will not be entertained.

30. **Qualifications, Experience, Age & all other eligibility conditions should be fulfilled as on the last date for making the application.**
31. **Application complete in all respects shall be submitted in a cloth lined envelope, writing at the center of the envelope the Advertisement No., Name of the Post, and Category of the candidate to the "The Registrar, Jamnalal Bajaj Administrative Building, Mahatma Jotiba Phule Educational Premises, Rashtrasant Tukadoji Maharaj Nagpur University, Campus Square to Ambazari T-Point Marg, Nagpur-440 033 (M.S.), India" on or before **11th March, 2022** up to 5.30 p.m.**

REGISTRAR
Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur

