

DETAILS OF MINIMUM ELIGIBILITY AND OTHER INFORMATION
Minimum Qualifications for the post of Finance Officer Advertised vide Advt no. 7047
dated 04-01-2010

FINANCE OFFICER (Tenure shall be for a term of 3 years on contract/deputation basis or up to attaining the age of 62 years, which ever is earlier)

Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)

- a. A master degree with at-least 55% of the marks or its. Equivalent grade of B in the UGC seven point scale in any discipline from a recognized University.
- b. At least 15 years of experience as Lecturer (Sr. Scale) with 8 years in Readers grade along with experience in Educational Administration.

OR

- c. Comparable experience in research establishment and / or other institutions of higher education. along with experience in Educational Administration.

OR

15 years of administrative experience of which 8 years as Deputy Finance Officer/Deputy Registrar or an equivalent post along with an experience in educational finance administration.

Desirable Experience:-

1. Well versed in the financial/accounting systems.
2. Experience in computer systems finance/accounts related software handling for information processing and retrieval.

General Instructions to the Candidates

1. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST candidates will be paid second class railway/bus fare by shortest route **by cheque**.
2. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the receipt for application.
3. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's level in case of SC/ST candidates.
4. Application fees once paid shall not be refunded under any circumstances.
5. The University will not be responsible for postal delay.
6. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
7. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
8. The University reserves the right not to fill up the post advertised if the circumstances so warrant.

9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.
11. Applicants who are in employment should route their applications *through proper channel or produced the no objection certificate at the time of the interview.*
12. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
13. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
14. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
15. Canvassing in any form will be a disqualification.
16. No interim correspondence shall be entertained.
17. The rules of UGC/ Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
18. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
19. The University will have the right to relax any of the conditions such as experience, age, etc., in deserving cases.
20. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc, it shall be so stated and recorded.
21. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.
22. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.
23. University may call any suitable person(s) to appear in the Interview who may not have applied in response to the University's Notification.
24. The Selection Committee, after considering the candidate for the post applied for may, if it is of the opinion that he or she will be suitable choice for the next lower post, make such recommendations.
25. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
26. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Bilaspur CG which is the headquarter of the University.

REGISTRAR