



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)



Advertisement No.: 09/2016

Date: 20.12.2016

Last Date for Receipt of Application Form (BY REGISTERED/SPEED POST) :

30th January, 2017 upto 5:00 PM.

Applications are invited for the post of Finance Officer on Deputation basis:

Sr. No.	Name of the post	No. of Post	Pay-Scale
1.	Finance Officer	01 (UR)	Rs. 15600-39100+6000 GP

Note: The pay scale of various Non-Teaching Posts are subject to final approval of the Pay Revision branch of the Finance Department, Haryana.

Important Instructions:

1. Qualifications for the post mentioned above are placed at **Annexure 'A'**.
2. The number of posts mentioned herein are tentative and may vary, depending on requirement and availability or University may not fill any of the posts advertised without assigning any reason. Any post here advertised may be withdrawn either partly or wholly from being filled up at any time without assigning any reason.
3. The applications will be accepted in hard form only. The applicants are required to submit the hard copy of the application form along with self-attested copies of relevant testimonials (from Matriculation onwards) by **30th January 2017 up to 5:00 P.M.**
4. **No application/ processing fee is to be paid against this post.**
5. Separate application form is required to be submitted for each post.
6. The eligibility of candidates will be determined as on the last date fixed for receipt of application forms.
7. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications are liable to be rejected.
8. The University shall not be responsible for postal delay, if any.

REGISTRAR

**QUALIFICATION AND GENERAL INSTRUCTIONS FOR THE POST OF FINANCE OFFICER (ON DEPUTATION),
ADVT. NO. 9/2016 :**

Sr. No.	Name of the post	Qualification and Experience
1.	Finance Officer	<p>Essential:</p> <p>1. A Master's degree in Commerce/Economics/ MBA (Finance) or its equivalent with at least 55% of the marks from a recognized university/institute and SAS with two years experience.</p> <p>OR</p> <p>C.A./ICWA/CS with two years experience</p> <p>2. Hindi/Sanskrit upto Matric standard.</p> <p>Desirable:</p> <p>Experience in Financial management in Higher Education Institutions/Research Institutions/ PSUs/Govt. Departments.</p>

GENERAL INSTRUCTIONS:

1. Only those applicants who have prescribed qualifications and experience as given above may apply along with self attested copies of testimonials.
2. The number of posts may be filled as per requirement and availability. Any of the posts here advertised may be withdrawn from being filled up at any time without assigning any reason.
3. Only Hard copy of Application in **Prescribed Format as available on University website** will be accepted.
4. Incomplete applications or without relevant supporting documents will be out-rightly rejected. Experience and qualifications will be reckoned as on the last date of submission of application form i.e. 20th January, 2017.
5. If a large number of applications are received, the University reserves the right to shortlist candidates on the basis of an objective criteria, including holding a screening test and on the basis of higher qualifications, which will be uploaded on the University website. Only such candidates who are found eligible by the Screening Committee and/or short listed on the basis of above said objective criteria, will be called for interview. Those declared ineligible will not be informed of their status being as such. Candidates are thus advised to

make sure before applying that they are indeed eligible for a given post in terms of the minimum eligibility conditions.

6. The benefit of reservation will be available to the candidates of Haryana State only.
7. **Only eligible candidates working on regular basis in State/Central Universities/State Govt. can apply for the post. Such candidate(s) should apply through proper channel in prescribed application format available on the website.**
8. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
10. The selection committee(s) may decide its own method of evaluating the performance of the candidates in interview.
11. No TA/DA shall be paid to the candidates for attending the interview.

REGISTRAR