



Dr. Babasaheb Ambedkar Marathwada University

Aurangabad – 431 004 (Maharashtra State)

Ph. Nos. 0240-2403399 – 400, (Off.) 2403104

E-mail : registrar@bamu.ac.in, Web Site : www.bamu.ac.in

**Advertisement No. Estt/RO/03/2022 for
Finance & Accounts Officer**

Online applications in the prescribed form are invited from eligible Indian national for the post of the Finance & Accounts Officer so as to reach the undersigned on or before the following date(s).

- i) Last date for online submission of forms: 28-11-2022.
- ii) Last date for receipt of application forms (Hard Copy) in the University Office: 06-12-2022.

Name of Post, Pay Band & Category, Qualifications

FINANCE AND ACCOUNTS OFFICER

Pay Matrix Level-29 (131100-216600)

01-Post Isolated

Essential Qualification and Experience:-

Chartered Accountant or a Cost Accountant, with professional experience of not less than five years.

Desirable :

- 1) Proven ability in financial Administration, preferably in a large educational or research institution or University.
- 2) Firsthand experience with budgeting and financial accounting in autonomous bodies/ University and clear vision in projection as well as preparing 5 years plan. Able to articulate policy matters and adequate experience in minuting meetings, capable of handling meetings, drafting of resolutions, agenda related with the administration/ educational/research matters independently and skills to implement same into action.
- 3) Proficient in e-governance, e-procurement, e-tender, office automation, General Financial and Accounting Rules and RTI matters.
- 4) Experience of cashless transactions, online transaction.
- 5) Efficiency in managing institution independently.
- 6) Demonstrated leadership in planning and organizing financial and administrative activities including administrative experience in senior level responsible position in an Educational Institution.
- 7) Experience in NAAC accreditation, IQAC process at University / College level i.e. CSR CSSR.
- 8) Experience in generating funds for University from CSR and other various resources.
- 9) Experience of administrative and financial audit.
- 10) Working knowledge of government rules and the norms/guidelines. Excellent knowledge of computer applications in financial transactions.
- 11) Excellent proficiency in English and communication skills.

INSTRUCTIONS, TERMS AND CONDITIONS

1. Job Description: The Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the university. The Finance and Accounts Officer is expected to be a person with a positive attitude with capacity for problem solving.

2. Tenure and Age of Retirement: The appointment of the Finance and Accounts Officer shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.

Notes :-

1. *Those who have already applied in response to the Advt. No. Estt/Ro/02/2022, dated 13-05-2022 for the post of Finance & Accounts Officer needs not to apply again. If they want to submit additional documents they can submit within prescribed date.*
2. Application form should be accompanied with self-attested copies of the following documents:-
 - i) Degree/Diploma certificates, statements of Marks and other certificates of the educational qualifications.
 - ii) Birth/SSC certificate or other Government documents as a proof of date of birth.
 - iii) In case of change in name of the candidate, a copy of Government Gazette.

- iv) The requisite registration fee (Rs. 1000/- for open category candidates and of Rs. 500/- for reserved category candidate) to be paid online through online payment gateway failing which it will be treated as rejected. Online receipt of the payment must be tagged at the top of the application.
3. The candidates who are already in service should apply through proper channel and bring NOC from the present employer if changed at the time of Interview, otherwise protection of pay and previous services could not be considered. They should furnish all the relevant information regarding their present service, legal proceeding of complaint, court cases, criminal cases, disciplinary actions, if any, pending in respect of his/her existing appointment /services. The candidate furnishing incorrect or false information shall stand disqualified. Any changes in this information as and when occurred after the submission of application from till the completion of recruitment process should be brought to the notice of the University, failing which the University reserves the right to cancel the candidature and to debar him/her from all selections.
 4. Applicants should apply in Two copies in the prescribed application form of this University only.
 5. Applicants will be required to enclose attested readable copies of their educational qualifications, experience, research experience etc. to each set of an application.
 6. Qualifications, relevant experience and age shall be considered as on last date of submission of application.
 7. No TA/DA will be paid either for attending the interview or for joining the post.
 8. A candidate furnishing incorrect or false information shall stand disqualified at any stage.
 9. The University reserves its right to fill up or not to fill up the post or to modify/alter/cancel the advertisement.
 10. Candidates shall have to produce original documents at the time of appearing for Interview.
 11. The Government Resolutions/Circulars issued by the Government of Maharashtra and the provisions of Maharashtra Public Universities Act, 2016 will be applicable.
 12. Canvassing directly or indirectly will be treated as disqualification.
 13. No queries or correspondence regarding issue of call letters for interview/ selection of candidates will be entertained at any stage.
 14. Mere possession of minimum qualifications does not confer any right to be called for interview and/or selection.
 15. Applicants are advised to see the University website for future communication in this regard from time to time.
 16. The University will not be responsible for postal delay, if any.
 17. A relaxation of 5% marks is provided (from 55% to 50%) at the Master's Degree level and 5% relaxation at graduate level to the physically and visually handicapped candidates.
 18. As per provision contained in State Govt. Notification No. SRV.2000/ CR (17/2000) XII, dated 28th March, 2005 issued by General Administration Department, Mantralaya, Mumbai, candidates must submit the prescribed declaration of the small family as one of the essential qualifications for recruitment of all posts, the prescribed proforma is attached herewith as Appendix-B
 19. If the candidate appointed in the University services after 1st Nov. 2005 would be covered under New "Defined contribution Pension Scheme" and the existing pension scheme (i. e. Maharashtra Civil Services (Pension) Rules, 1982 and Maharashtra Civil Services (Commutation Pension) Rules 1984) and General Provident Fund Scheme will not be applicable as per Government Resolution who is already working in pensionable establishment, subject to the conditions mentioned in the G.R. No. CPS-1006/87/SER-4, dt. 12 Jan. 2007 & 24 Feb., 2009.
 20. Power Point Presentation & Oral Interview will be conducted.
 21. Applicants should attend Examination/Test/Interview at his/her own expenses.

University Campus,)(
 Aurangabad -431004.)(
 Date :- 03-11-2022)(
 Registrar

Barkhale
 Registrar

Copy Forwarded with compliments to:-

1. The Secretary to the Chancellor, Raj Bhavan, Malbar Hill, Mumbai-35.
2. The Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi.
3. The Secretary, Higher & Technical Education Department, Government of Maharashtra, Mantralaya, Mumbai.
4. The Director, Higher Education, Maharashtra State, Pune.
5. The Director, UNIC, Dr. Babasaheb Ambedkar Marathawada University, Aurangabad.
6. P.R.O., Dr. Babasaheb Ambedkar Marathawada University, Aurangabad.