



**ASSAM UNIVERSITY**  
(A Central University Established in 1994)  
SILCHAR-788011, ASSAM

**Employment Notification No. 1/2019 dated: 7<sup>th</sup> May, 2019**

Applications in prescribed format are invited from Indian nationals for filling up the position of Finance Officer\* (1 UR) in Assam University.

**Last date for receipt of filled in application form is 15<sup>th</sup> June, 2019.** Details of eligibility, qualification, experience, pay scale, mode of recruitment etc will be as per MHRD letter No.1-7/2015-U.II (2), dated the 2<sup>nd</sup> November, 2017 and as follows:

(a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed (b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with eight years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or (c) Comparable experience in research establishment and/ or other institutions of higher education, or (d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.(iv) The age of superannuation of Finance Officer 62 (sixty two) years and upper age limit is 57 years as on 15<sup>th</sup> June, 2019 .

Pay Scale of Finance Officer shall be at Level 14 with rationalised entry Pay of Rs.1,44,200/- as per 7<sup>th</sup> CPC pay matrix, which shall be fixed at the appropriate cell. The Finance Officer is entitled for all other allowances in accordance with the guidelines issued by the MHRD/UGC. **\*The Post of Finance Officer is a tenure post for a period of 5 (five) years and she/he shall be eligible for reappointment.** The required application form and other details etc. can be downloaded from Assam University website [http:// www.aus.ac.in](http://www.aus.ac.in).

Registrar

Copy forwarded for information and necessary action to:

1. The Secretary , University Grants Commission, Bahadur Shah Zafar Marg, New Delhi 110002
2. The Deputy Secretary, Department of Higher Education, MHRD, New Delhi 110001
3. The Pro Vice Chancellor, Assam University, Diphu Campus, Diphu-782460
4. The Registrar of All Central Universities of NE India (to actual address).
5. All Statutory Officers of the University.
6. The Director Computer Centre, of the University; He is also requested to ensure uploading of the notification in the university website against employment notification section.
7. All Officers of the University.
8. PS to VC for information of the Vice Chancellor.
9. File
10. Guard File.
11. Notice Boards

Registrar

## Important Notes & Instructions

1. The candidates fulfilling the laid down eligibility may submit their filled in and signed application to the **Registrar, Assam University, Raja Rammohan Roy Administrative Building, Recruitment Cell, PO-Assam University, Silchar 788011, Cachar, Assam, India**. Latest by **15th June, 2019**. Application form should be submitted along with a Demand draft of Rs 500/- (Rupees Five hundred) SC/ST & PWD candidate will submit a Demand Draft for Rs 200/- (Two hundred rupees) being the postal expenses only. Demand Draft is to be drawn in favour of the **Finance Officer, Assam University, Silchar**. Candidates in service should submit application through proper channel or enclose “**NO OBJECTION CERTIFICATE**”, from their present employer. However, an advance copy may be sent directly. Application received after stipulated date or incomplete will not be entertained and shall be rejected; no further correspondence will be made in this regard.
2. Last Date of submission of application form in prescribed form is **15th June, 2019**.
3. University reserves the right to consider names of suitable candidates who may not apply formally.
4. If there is any change in the address after submission of application, the candidates should in his / her personal interest arrange with the post office concerned for redirection of the communication from old to new address.
5. The application form should be written and signed by the candidate in his own handwriting only. Incomplete application will be out-rightly rejected.
6. Application once made will not be allowed to be withdrawn.
7. The crucial date of eligibility shall be the last date of submission of the application form.
8. The University reserves the right to postpone / cancel this recruitment exercise without assigning any reason.
9. TA: Candidates who will attend the interview will be paid 3AC class train fare through shortest route on production of relevant tickets only. Bus fare shall be reimbursed only if there is no rail connectivity.
10. Canvassing in favor of candidature both direct and indirect is strictly prohibited. Violation of this code of conduct will be treated as misconduct and will be brought to the notice of selection committee. The University reserves the right to cancel candidature of such candidates at any point of time if found in canvassing in any form.
11. Certificate in support of experience shall be in proper format i.e. it shall bear the organization's letter head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
12. The University will not be responsible for any postal delay in any correspondences with the applicants/candidates.
13. Application after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered.
14. 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 service. In case of fake documents, clandestine antecedents or suppression of information, services in the University shall be terminated.

15. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after issue of appointment, the University reserves the right to modify/withdraw/cancel the appointment without any communication made to the candidate(s).
16. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications and fulfill the eligibility criteria in terms of experience etc, and submit his/her application duly filled in along with the desired information and supporting self attested documents.
17. No correspondence whatsoever will be entertained from candidates regarding conduct of test/interview and result of interview before actual notification from the University and reasons for not being called for interview.
18. **All applicants are requested to visit university website frequently for latest updates etc.**
19. The screening committee may decide its own method of screening of applications received and short listing of candidates for written/Skill test/interview.
20. The selection committee may decide its own method of evaluating the performance of the candidates in test and or interview. In case of any ambiguity/dispute that may occur in the process of selection, the decision of the University will be final.
21. A person will not be eligible to apply for any post in the university:
  - a. Who has been convicted by any court of law or any criminal proceeding are pending against him.
  - b. Who has entered into or contracted a marriage with a person having a spouse living; provided that competent authority of the university may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from operation of these rules.
  - c. Any other category of person disqualified for appointment by the Government of India/UGC.
22. **Special Instruction:**
  - a. An applicant may visit the University website and go through the "Assam University Act and Statutes" for general understanding of the power and functions of the *Finance Officer* of the University.
  - b. Caste Certificate: The candidates should clearly state to which category they belong. They should also enclose a certificate as specified by the competent authority & issued by the competent authority as proof to this effect, without which the applications will not be considered.
  - c. **Candidate will have to bring all original testimonials/ certificates relating to his/ her age, qualification, experience and caste etc. at the time of test/interview. In case the candidate fails to submit the original documents for verification of the self attested photocopies of the enclosures to his/ her application, he or she shall not be allowed to appear at the test/interview and his candidature shall be treated as cancelled without any further communication in this regard.**

Registrar



# ASSAM UNIVERSITY

(A Central University established by an Act of Parliament)

## SILCHAR-788011

### APPLICATION FORM FOR FINANCE OFFICER AGAINST EMPLOYMENT NO 1/2019 dated 7<sup>th</sup> May, 2019

**DOWNLOADED**

1. Name of the post applied for : **FINANCE OFFICER**

| PAYMENT DETAILS  |             |      |        |
|------------------|-------------|------|--------|
| Name of the Bank | D.D/ Number | Date | Amount |
|                  |             |      |        |

PASTE HERE A  
SIGNED COPY OF  
YOUR RECENT  
PASSPORT SIZE  
COLOUR  
PHOTOGRAPH

#### A. General Information:

1. Name in Full

.....

(IN BLOCK LETTERS)

2. Father's/Spouse's Name .....

3. Mother's Name: .....

4. Date of Birth: Day ..... Month ..... Year .....

(As recorded in the Matriculation or equivalent certificate)

5. Age (as on 15.06.2019) ..... years..... .months

6. Nationality .....

7. Religion .....

8. Marital Status: Married  Unmarried  Widowed  Divorced

9. Gender: Male  Female  Transgender

10. Do you belong to any reserved category<sup>1</sup> Yes  No

If 'Yes' tick at appropriate category SC  ST  OBC (Creamy Layer)  OBC (Non creamy)

11. Whether Physically Challenged <sup>1</sup>: Yes  No

If 'Yes' please mention the percentage of disability .....

12. Permanent Address .....

.....

PIN CODE ..... Phone No..... Cell No.....

<sup>1</sup> To be supported by appropriate document if yes

Address of Correspondence .....

.....

Email ID (Mandatory) .....

Contact Cell phone Number.....

### B. Educational Qualification:<sup>2</sup>

| Exam Passed                                                  | Board/ University | Year of Passing | Marks    |        | % of marks | Class/Div/ Grade | Subjects | Rank/ Distinction (if any) |
|--------------------------------------------------------------|-------------------|-----------------|----------|--------|------------|------------------|----------|----------------------------|
|                                                              |                   |                 | Obtained | Out of |            |                  |          |                            |
| Matriculation(10 <sup>th</sup> )                             |                   |                 |          |        |            |                  |          |                            |
| Higher Secondary/ Intermediate(10+2)                         |                   |                 |          |        |            |                  |          |                            |
| Beachelor's degree                                           |                   |                 |          |        |            |                  |          |                            |
| Master's Degree                                              |                   |                 |          |        |            |                  |          |                            |
| M.Phil<br>Date of award:<br>DD/MM/YYYY                       |                   |                 |          |        |            |                  |          |                            |
| Residency Period of M. Phil : From                           |                   |                 | To       |        |            |                  |          |                            |
| Ph.D<br>Date of award:<br>DD/MM/YYYY                         |                   |                 |          |        |            |                  |          |                            |
| Residency Period of Ph.D : From                              |                   |                 | To       |        |            |                  |          |                            |
| NET/SET/SLET<br>Date of award :<br>DD/MM/YYYY                |                   |                 |          |        |            |                  |          |                            |
| Any other Degree/<br>Diploma/<br>Technical<br>Qualifications |                   |                 |          |        |            |                  |          |                            |

**Please attach separate sheet if the space is insufficient for this column**

M.Phil       Full Time    Part Time    NA

Title of the Dissertation: \_\_\_\_\_

Ph.D       Full Time    Part Time    NA

Title of the Thesis: \_\_\_\_\_

(Ph.D Course work Marksheet/Certificate to be enclosed)

<sup>2</sup> To be supported by copies of appropriate documents.

**C. Area of specialization:**

|  |
|--|
|  |
|--|

**D. Teaching/Administrative/Technical/Research Experience<sup>1</sup>**

| Designation | Name of the organization | Scale of Pay |        | Nature of Appointment | Period of Service |    |                      |
|-------------|--------------------------|--------------|--------|-----------------------|-------------------|----|----------------------|
|             |                          | Level        | Matrix |                       | From              | To | Duration (in months) |
|             |                          |              |        |                       |                   |    |                      |
|             |                          |              |        |                       |                   |    |                      |
|             |                          |              |        |                       |                   |    |                      |
|             |                          |              |        |                       |                   |    |                      |
|             |                          |              |        |                       |                   |    |                      |
|             |                          |              |        |                       |                   |    |                      |
|             |                          |              |        |                       |                   |    |                      |

**Please attach separate sheet if the space is insufficient for this column**

**F. Total number of publications**

| Books*1 | Research/Policy Papers*2 | Proof of Publications |
|---------|--------------------------|-----------------------|
|         |                          |                       |

(\*1,2, & 3) Use separate sheet if necessary)

**G. Details (\*3) to be mentioned about the contribution that the applicant has made towards educational innovation, design of new curricula and courses and technology-mediated teaching learning process (if any):**

|  |
|--|
|  |
|--|

H. Experience of PhD Guidance of the applicant (if any):

| Name of the Scholar | Title of the PhD thesis | Status of PhD (ongoing/awarded) | Year of award (if awarded) | Department and University/institution |
|---------------------|-------------------------|---------------------------------|----------------------------|---------------------------------------|
|                     |                         |                                 |                            |                                       |
|                     |                         |                                 |                            |                                       |
|                     |                         |                                 |                            |                                       |

**Please attach separate sheet if the space is insufficient for this column**

I. State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal Court. (Please tick **Yes**  **No**

J. (i) Do you fulfil the essential qualifications and experience as specified in the eligibility criteria:

(Please tick **Yes**  **No**

(ii) Are you fulfilling the Job requirement meant for the post? (Please tick **Yes**  **No**

K. Have your any near relation among the staff of this University or employer of the university? If so, state:

| Name of the Person | Designation | Relationship with the candidate |
|--------------------|-------------|---------------------------------|
|                    |             |                                 |

L. Are you a member of any Professional body? If so, give details (attach separate Sheet if necessary)

M. Name & address of two referees(These should be persons resident in India and in case the candidate is in employment ,he/she should give his/her most recent employer as one of the referee)

(i) Name Occupation or Position:

Address with Phone number & Email-ID

(ii)Name Occupation or Position:

Address with Phone number & Email-ID

I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated.

**Signature of the Applicant**

Place .....

Date .....

---

**(The endorsement below is to be signed and forwarded by the Head of the Department /Employer in case of the candidates whether in permanent or temporary capacity failing which the application is liable to be rejected.)**

**ENDORSEMENT OF THE EMPLOYER**

Ref No .....

Date.....

The applicant..... (name) is holding the post of ..... in this College/University/Institution/Department in a permanent/temporary/substantive basis since .....(date). His/her present pay is Rs.....in the pay Level.....of Rs.....and he/she is drawing a salary of Rs..... per month. His/Her next date of increment is .....

We have no objection to his/her application being considered.

**Name**

**Signature of the Employer/Forwarding Officer**

(With Office Seal)