

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University)
Gachibowli, Hyderabad – 500 032



FILLING UP THE POST OF FINANCE OFFICER
(On tenure or deputation basis)

Applications from the eligible candidates in the prescribed forms are invited for the post of **Finance Officer** in the pay scale at Level 14 (Rs. 1,44,200 to 2,18,200) on Tenure/Deputation/Re-employment basis. Application forms along with Information Booklet relating to qualifications, experience, age, etc., can be downloaded from University website: www.manuu.ac.in.

The last date for receipt of filled-in applications by post or by hand is **17.10.2018**.

Ref: Emp. Notification No. 52/2018, dt. 18.9.2018

Registrar



Employment Notification 52/2018
Dated 18.09.2018

FILLING UP THE POST OF FINANCE OFFICER
(on deputation/tenure basis)

The University invites applications from the suitable candidates for the post of Finance Officer, Maulana Azad National Urdu University (MANUU), Hyderabad at pay Level 14: Rs.1,44,200 to Rs.2,18,200 (revised as per 7th CPC), to be filled on deputation/tenure basis. The minimum qualification, experience, age limit etc. are as under:-

Educational Qualification and Experience:

- Master's Degree with at least 55% of the marks or its equivalent grade in a point scale wherever grading system is followed.
- At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or
- Comparable experience in research establishment and/or other institutions of higher education, or
- 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post

For deputation:

By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central/State Government (a) holding analogous posts at Level 14 - Rs.1,44,200/- to Rs.2,18,200/- (7th CPC) on regular basis OR with three years regular service at Level-13 - Rs.1,23,100/- to Rs.2,15,900/- in the area of Audit and Accounts in any Govt. Department/Autonomous bodies OR with 8 years regular service at Level-12 - Rs.78,800/- to Rs.2,09,200/- in the area of Audit and Accounts in any Govt. department/Autonomous bodies OR 15 years of accounts/administrative experience of which 8 years shall be combined service as a Deputy Registrar/Jt. Registrar (Level 12/Level-13) or an equivalent post in the University system and possessing the minimum educational qualification prescribed for direct/tenure appointment and other conditions stipulated by the Ministry of Human Resource Development/UGC.

Nature of duties:

The Finance Officer is a statutory post under MANUU. He/she is responsible for general supervision over the funds of the University and render advise on financial matters. Will be responsible for the preparation of annual accounts and the budget of the University for its presentation to the Finance Committee and Executive Council. The FO is the Secretary to the Finance Committee of the University. Must be conversant with the Government Accounting and Finances and is required to liaise with the UGC/MHRD for funding/grants.

Age limit: preferably below 57 years (age of retirement as fixed by the Gol for the post is 62 years)

Method of appointment: Tenure/Deputation/Re-employment

The last date for receipt of filled-in application by post/hand is **17.10.2018**.

How to apply: Application form is available on University website-www.manuu.ac.in and the same can be downloaded. The filled-in application form along with copies of testimonials, experience & date of birth etc., together with registration fee of ₹500/- through crossed Demand Draft drawn in favour of *Maulana Azad National Urdu University, Hyderabad*, payable at Hyderabad. Cheques / Money Orders / Postal Orders will not be accepted.

The filled-in applications should reach through Speed/Registered post/by hand to the Deputy Registrar, ER-I Section, Room No.108, Administrative Building, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032 (Telangana) on or before **17.10.2018**.

Fees once paid shall not be refunded under any circumstances. Applications received after the last date and with incomplete information or without requisite fee will be summarily rejected. The University will not be responsible for any postal delay at any stage.

The in-service candidates from Government departments/Universities/Autonomous bodies/PSUs may route their application through proper channel. The University may call for their ACRs/APARs for last five years and DE/Vigilance Clearance etc. from the employer of shortlisted candidates before interview for the consideration of the Statutory Selection Committee.

No interim correspondence will be entertained by the University.

Registrar

Hyderabad
Dated: 18.09.2018



RECENT
PASSPORT SIZE
PHOTOGRAPH
DULY SIGNED BY
THE APPLICANT

**APPLICATION FORM FOR THE POST OF
FINANCE OFFICER**

I. Employment Notification No & date: 52/2018 dated: 18.09.2018.

II. Mode of appointment applied for : Direct recruitment on tenure basis

Deputation basis

Re-employment

III. Fee particulars:

DD Number	Date	Amount	Name of the Bank	DD issuing Branch & Address

IV. Personal Details of the candidate:

- Name: _____
(IN CAPITAL LETTERS)
- Parent's Name (a) Father _____
(b) Mother _____
- Husband's Name (in case of married Women) _____
- Date of Birth: Day _____ Month _____ Year _____
(As recorded in Matriculation or equivalent certificate, enclose the certificate)
- Age (as on the last date receipt of application) _____ years _____ months
- Nationality _____
- Gender: Male / Female
- Category: General/SC/ST/OBC/ PwD/XSM (tick whichever is applicable)

IV. Educational Qualifications:

Exam Passed	Name of the Board / University	Month & Year passed	Class / Divn/ Merit	Marks		% of Marks	CGPA (If grading system is applicable)	Subject studied	Encl. No. of Proof enclosed
				Obtai- ned	Out of				
10 th Class or Equivalent									
Intermediate or Equivalent									
Bachelor's degree (Give name)									
Master's degree (Give name)									
M.Phil/Ph.D.									
Any other Degree/ Diploma (Give name)									
Professional Qualifications									

V. Details of Experience in chronological order:

Name of the Organization/ Dept./ University	Designation	Core pay scale & nature of appointment	Period of Service			Nature of work/duties attached to the post	Encl. No. of proof enclosed.
			From	To	No. of years & months		

VI. Any other details:

VII. Name & Address with phone numbers of two responsible persons not related to you to whom a reference can be made about your professional attainment:

1. _____

2. _____

VIII. State whether you have been at any time (a) dismissed, removed, terminated or debarred from Service as punitive action or (b) convicted by a Criminal Court.

(Please tick YES/ NO)

IX. State how you satisfy the requirements of the advertisement in respect of qualifications and experience prescribed for the post (a separate sheet not more than 300 words may be attached.)

X. Candidate Name & Address:

Mailing Address (Name & Address with PIN Code)		Permanent Address (Name & Address with PIN Code)			
				# E mail:	
				Mobile No.	
				Alternate Mobile No.	

Most of the communication will be received by the candidate by email.

XI. Declaration:

I hereby declare that all the details given by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage at the time of selection or after joining the service at MANUU, my candidature/services are liable to be rejected during the selection process or terminated summarily without assigning any reason thereof.

Place : _____

Date: _____

Signature of the Applicant

XII. Endorsement by the Employer:

(The endorsement below is to be signed and forwarded by the Head of the Department/ Employer of the Organization/ Institution in the case of in-service candidate whether in permanent or temporary capacity.

Forwarded to Maulana Azad National Urdu University, Gachibowli, Hyderabad.

The applicant Dr./Mr./Mrs./ Ms. _____

who has submitted this application for the post of _____ in the

Maulana Azad National Urdu University has been working in this organization namely

_____ in the post of _____ in

the temporary /permanent capacity since _____ in the Pay Scale /Pay Band &

GP. Rs. _____. He/She is drawing a basic pay of Rs. _____.

His/Her next increment is due on _____.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Maulana Azad National Urdu University.

Signature of the forwarding officer

Name: _____

Designation: _____

SEAL

Place: _____

Date: _____

ACKNOWLEDGEMENT

Received an application from Dr./Mr./Mrs./Ms. _____
for the post of _____ in response to the
Employment Notification No.52/2018, dated 18.09.2018 along with a D.D bearing No.
_____ dated _____ for Rs. _____
drawn on Bank _____

Date : _____

Signature of the Receiver
ER-I Section, MANUU, Hyderabad

Note: Applications by-hand shall be accepted by the ER-I Section, MANUU in all working days from 9.30 a.m. to 5.00 p.m.