

  
**SANT GADGE BABA AMRAVATI UNIVERSITY**  
**EMPLOYMENT NOTICE**

No.SGBAU/1/102/B-167/2-788/2018

Date : 4/7/2018

Applications are invited in the prescribed form for the following post :-

<b>Advertisement No.</b>	<b>Name of Post</b>	<b>Number of Post</b>	<b>Pay Scale</b>
3/2018	Finance & Accounts Officer	01	Pay Band - Rs.37,400-67,000/- Grade Pay - Rs. 8,900/-

Details are available on university website- [www.sgbau.ac.in](http://www.sgbau.ac.in)

Dr.Ajay P.Deshmukh  
Registrar  
Sant Gadge Baba Amravati University

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### QUALIFICATIONS & AGE

Advt No.	Name of Post	Qualification	Age
3/2018	Finance & Accounts Officer	Chartered Accountant or a Cost Accountant, with professional experience of not less than Five years.	The age of the Candidate shall not be less than 45 years. Provided, however, that in respect of employee in service of any University, College or Recognized Institutions, the minimum age limit may be relaxed.

### TERMS & CONDITIONS

- (1) The appointment of the Finance & 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 this university.
- (2) The age of retirement shall be as prescribed by the State Government.
- (3) Proficiency in Marathi Language is desirable.
- (4) The candidate shall have to submit alongwith the application form, a declaration in FORM 'A' as per the rules prescribed by the Govt. of Maharashtra in respect of small family vide Notification No.SRV.2000/CR(17/2000)XII, dt.28.3.2005.
- (5) 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 service could not be considered.
- (6) Prescribed application form can be had on payment of Rs 400/-(Rs. 200/- in case of B.C. Candidates (Non-Refundable) by Cash/Demand Draft drawn in favour of 'President, Sant Gadge Baba Amravati University Employees' Credit Co-Operative Society Ltd., Amravati from the counter of the Society, near Main Administrative Building at the University Campus, Amravati during office hours.  
  
Downloaded application form may be submitted alongwith necessary enclosures to the undersigned with Demand Draft of Rs 400/-(Rs. 200/- in case of B.C. Candidates (Non-Refundable) in favour of Registrar, Sant Gadge Baba Amravati University, Amravati within due date.  
  
The last date to issue the application form and to submit the application form duly filled in alongwith necessary enclosures to the undersigned is **7<sup>th</sup> August, 2018** during office hours. Postal delay shall not be entertained.
- (7) Qualifications and Age shall be considered as on closing date.
- (8) Incumbent shall be entitled to pensionary benefits as per rules prescribed by the Govt. of Maharashtra from time to time, as the case may be.
- (9) Posts carry usual allowances and benefits as admissible under University rules in force from time to time.
- (10) Application alongwith true copies of testimonials, certificates, degrees, diplomas and details of Professional experience in TEN sets should reach the University Office **within due date**. Original documents will have to be produced at the time of interview.

- (11) Attested copies of papers and documents or reprints submitted with application will not be returned.
- (12) All copies of application form should be neatly filled in by the candidate in his/ her own handwriting or typewriting. Xerox copies of the application shall not be entertained.
- (13) All belated, incomplete and the applications which are not in the prescribed form will be rejected and no intimation in this regard will be sent to the candidates.
- (14) No correspondence will be entertained in respect of advertisement, interview, selection & appointment, etc.
- (15) No TA/DA will be paid either for attending the interview or for joining the post.
- (16) A candidate furnishing incorrect or false information shall stand disqualified.
- (17) The right is reserved with the University either to fill or not to fill the post or to modify/alter/cancel the advertisement.
- (18) Canvassing in any form will be a disqualification.
- (19) The details of Professional experience in relevant stage along with date, post, pay band, grade pay etc., with supporting documents with respect to prescribed qualification should be mentioned in the application form. Separate sheet may be attached, if required for the purpose.

Sd/-  
**(Dr.Ajay P.Deshmukh)**  
**Registrar**  
**Sant Gadge Baba Amravati University**

**Copy forwarded with compliments to :-**

- 1) The Secretary to the Chancellor, Raj Bhavan, Malbar Hill, Mumbai – 35
- 2) The Principal Secretary, Govt.of Maharashtra, Higher & Technical Education and Employment Deptt., Mantralaya, Mumbai-32.
- 3) The Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi.
- 4) The Secretary, Association of Indian Universities, A.I.U. House, 16, Kotla Marg, New Delhi.
- 5) The Registrars of All Universities in India.
- 6) The Heads of all Post-Graduate Teaching Departments, Sant Gadge Baba Amravati University.
- 7) The Principals of all colleges affiliated to the Sant Gadge Baba Amravati University.
- 8) The Director, University Information and Employment Guidance Bureau, Sant Gadge Baba Amravati University Campus, Amravati.
- 9) The District Employment Officer - a) Amravati b) Akola c) Buldhana d) Yavatmal e) Washim.
- 10) Officers of all Administrative Sections of Sant Gadge Baba Amravati University.
- 11) The President, Sant Gadge Baba Amravati University Employees' Credit Co-operative Society Ltd., Amravati.
- 12) The President, Sant Gadge Baba Amravati University Non-teaching Employees' Union, Amravati.

**They are requested to give wide publicity to the above advertisement.**

Sd/-  
Deputy Registrar (Admn.)  
Sant Gadge Baba Amravati University

Application Fee of Rs. 400/- for General  
and Rs.200/- for Reserved Category

Sr. No.

Employment Notice No. SGBAU/1/102/B-167/2-788/2018, dt.4 .7.2018. Last Date of receipt of application- 7.8.2018



## SANT GADGE BABA AMRAVATI UNIVERSITY

### APPLICATION FORM

(Read carefully the complete advertisement, instructions and application form before filling it)

Paste  
PASSPORT  
PHOTO  
(Only on main  
Form)  
(Do not staple)

APPLICATION FOR THE POST OF : **FINANCE & ACCOUNTS OFFICER**

1) Name in Full :

\_\_\_\_\_

(Surname first) (in Capital Letters)

2) Address for correspondence: \_\_\_\_\_

Phone No.: (Residence): \_\_\_\_\_ (Office) \_\_\_\_\_ (Mob.) \_\_\_\_\_

FAX No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

3) Permanent Address: \_\_\_\_\_

4) Nationality: \_\_\_\_\_ State of Domicile \_\_\_\_\_

5) (a) Date of Birth : \_\_\_\_\_

(b) Present Age: Years: \_\_\_\_\_ Months: \_\_\_\_\_ Days: \_\_\_\_\_  
(Attach true copy of S.S.C. Board Certificate OR School Leaving Certificate)

6) Whether member of SC/ST/ VJ/NT/SBC/OBC? YES / NO

If yes, specify – CATEGORY: \_\_\_\_\_ CASTE: \_\_\_\_\_

(Attach true copy of the Caste Certificate)

7) Educational Qualifications (Please attach Mark Sheets/ Degree Certificates in chronological order)

Exams/ Degrees	Name of Exam.	University/ Board	Division	Attempts	Year of Passing	% of marks obtained	Major subjects offered (specialization, if any)	Merit/ Prizes/ Medals conferred
C.A.								
Cost Accountant								
Ph.D.								
M.Phil.								
P.G.								
U.G.								
H.S.S.C.								
S.S.C.								
Others								

8) Particulars of Professional Experience. (Attach supporting documents)

Name of the Institution/Industry	Post-held with pay scale	Professional Experience	
		From	To

9) Particulars of any other experience :-

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(Attach supporting documents/proofs) (Attach separate sheet, if required)

10) Period required for joining, if appointed : \_\_\_\_\_

11) A) Minimum pay, if the initial pay is not acceptable. : \_\_\_\_\_

B) Whether demand of enhanced pay is a request or condition? : \_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_ hereby declare that all the information given above is true to the best of my knowledge and belief. I am not aware of any circumstances, which may impair my fitness for employment in Sant Gadge Baba Amravati University. I have never been disqualified / debarred from appearing in any University Examination / University Work. I have never been dismissed from University / College / Government Service/ Industry.

Place:

Date:

\_\_\_\_\_  
Signature of Applicant

**NO OBJECTION CERTIFICATE**

*(To be furnished by the candidate who is already in service)*

Certified that Dr./Shri./Smt./Ku. \_\_\_\_\_ is working as \_\_\_\_\_ w.e.f. \_\_\_\_\_ in the pay scale / pay band of Rs. \_\_\_\_\_ drawing the basic pay of Rs. \_\_\_\_\_. This Office has no objection if he/she is selected for the post of **Finance & Accounts Officer** in the Sant Gadge Baba Amravati University and will be relieved within the stipulated period.

Place:

Date:

\_\_\_\_\_  
Signature of employer/Competent Authority  
with designation & Seal

**DECLARATION**

**FORM – A**

**(See Rule 4 of the Maharashtra Civil Services (Declaration of Small Family) Rules, 2005)**

I, Shri / Smt. / Kum. \_\_\_\_\_ son / daughter /wife of Shri \_\_\_\_\_, aged \_\_\_\_\_ years resident of \_\_\_\_\_ do hereby declare as follows :-

1. That I have filled my application for the post of \_\_\_\_\_
2. I have \_\_\_\_\_ (Number) living children as on today. Out of which No. of children born after Dt.28.3.2005 is \_\_\_\_\_ (mention dates of birth, if any).
3. I am aware that, if any total number of living children is more than two due to the children born after dt.28.3.2005, I am liable to be disqualified for the same post.

Signature of Applicant

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