

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)



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