



UNIVERSITY OF ALLAHABAD
ALLAHABAD – 211002 (U.P.)
(A Central University established by an Act of Parliament)

Advt. No.: ADVT./AU/NT/01/2017

Date : 4TH MARCH, 2017

Applications are invited from the Indian Citizens for the Post of **Registrar, Finance Officer and Controller of Examination**. Each post carries the Scale of pay in **PB-IV i.e.** **37,400 - 67,000** with **Grade Pay** of **10, 000/-**.

Applicants may visit our Website: www.allduniv.ac.in and also NIC website: <http://pariksha.up.nic.in> for detailed advertisement and Application form. The **last date** for submission of online application is **27/03/2017**. The candidate must download the filled in **ON-LINE APPLICATION** form and attach Copies of all relevant testimonials, documents duly self-attested and submit the same to the “**Registrar, University of Allahabad Senate House Campus, University Road, Old Katra, Allahabad-211002, Uttar Pradesh (India)**”, so as to reach him, on or before **04/04/2017** by Registered Post Only.

Registrar



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ADVERTISEMENT NO. ADVT./AU/NT/01/2017

DATED: 4TH MARCH, 2017

Applications are invited from the Indian Citizens on or before **27th March, 2017** on the prescribed Application Form for the following posts:

Sl. No.	Name of Post	No. of Post	Scale of Pay (Rs.)
1.	Registrar (UR)	01	Pay Band of □ 37,400-67,00 with Grade Pay of □10,000/-
2.	Finance Officer(UR)	01	Pay Band of □ 37400-67000 with grade Pay □ 10000/-
3.	Controller of Examinations (UR)	01	Pay Band of □ 37400-67000 with grade Pay of □10000/-

Separate application is required to be submitted for each post.

A. Essential Qualification for the post of Registrar:

Appointments to the post of Registrar shall be by selection and tenure shall be for period of 05 (five) years. The following categories of persons shall be eligible to be considered for appointment:

- (1) Persons, who have knowledge or experience of academic or educational or institutional administration and are working in Universities or other institutions of Higher or Technical education or research establishments:
 - (i) As Professor (or equivalent); **or**
 - (ii) As teacher or academic or research staff, with a service of at least fifteen year including eight years in the rank/grade of Reader (or equivalent); **or**
 - (iii) As administrative officer/functionary, and hold a Master's Degree with at least 55% marks (or its equivalent grade in the Seven-point scale of the University Grants Commission) and with service of at least fifteen year, including eight years as Deputy Registrar or equivalent,

or
- (2) Persons working in Government or a Public Sector Undertaking and possessing appropriate administrative/managerial experience with a service of at least 10 years in posts of Group 'A' level or with an overall service of at least fifteen years including eight years in Posts of Group 'A' level;

or
- (3) A Master Degree with at least 55% of the marks or its equivalent Grade of 'B' in the UGC seven point scale.
 - (i) At least 15 years' of experience as Assistant Professor in the AGP of □ 7000 and above or with eight years' of service in AGP of □ 8000 and above including as Associate Professor along with experience in educational administration, **Or**
 - (ii) Comparable experience in research establishment and/or other institution of higher education, **Or**
 - (iii) As administrative officer/ functionary having 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Age of superannuation: 62 years

B. Essential Qualification for the post of Finance Officer:

Appointments to the post of Finance Officer shall be by selection, and tenure shall be for period of 05 (five) years, and the following categories of persons shall be eligible to be considered for appointment thereon:

- (1) Persons, who have knowledge or experience of financial administration/management and are working in Universities or other institutions/establishments of higher education/research:
 - (i) as Professor (or equivalent), **or**
 - (ii) as teacher or academic or research staff, with a service of at least fifteen years including eight years in the rank/grade of Reader (or equivalent), **or**
 - (iii) as financial officer/functionary, holding a Post-graduate degree in Commerce/ Management with at least 55% marks or its equivalent grade (in the UGC Seven-point scale) and with service of at least fifteen years, including eight years as Deputy Registrar or Deputy Finance Officer or equivalent.

or

- (2) Persons working in Government or a Public Sector Undertaking and possessing appropriate experience of financial administration/management with a service of at least ten years in posts of Group 'A' level or with an overall service of at least fifteen years including eight years in posts of Group 'A' level.

or

- (3) Chartered Accountants with an experience of not less than twelve years as Chartered Accountant.

or

- (4) A Master Degree with at least 55% of the marks or its equivalent Grade of 'B' in the UGC seven point scale.
 - (i) At least 15 years' of experience as Assistant Professor in the AGP of ₹ 7000 and above or with eight years' of service in AGP of ₹ 8000 and above including as Associate Professor along with experience in educational administration, **Or**
 - (ii) Comparable experience in research establishment and/or other institution of higher education, **Or**
 - (iii) As administrative officer/ functionary having 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Age of superannuation: 62 years

C. Essential Qualification for the post of Controller of Examination:

Appointments to the post of Controller of Examination shall be by selection and tenure shall be for period of 05 (five) years. The following categories of persons shall be eligible to be considered for appointment:

- (1) Persons, who have knowledge or experience of academic or educational or institutional administration and are working in Universities or other institutions of Higher or Technical education or research establishments:
 - (i) As Professor (or equivalent); **or**
 - (ii) As teacher or academic or research staff, with a service of at least fifteen year including eight years in the rank/grade of Reader (or equivalent); **or**
 - (iii) As administrative officer/functionary, and hold a Master's Degree with at least 55% marks (or its equivalent grade in the Seven-point scale of the University Grants Commission) and with service of at least fifteen year, including eight years as Deputy Registrar or equivalent.

or
- (2) Persons working in Government or a Public Sector Undertaking and possessing appropriate administrative/managerial experience with a service of at least 10 years in posts of Group 'A' level or with an overall service of at least fifteen years including eight years in Posts of Group 'A' level;

or
- (3) A Master Degree with at least 55% of the marks or its equivalent Grade of 'B' in the UGC seven point scale.
 - (i) At least 15 years' of experience as Assistant Professor in the AGP of ₹ 7000 and above or with eight years' of service in AGP of ₹ 8000 and above including as Associate Professor along with experience in educational administration, **Or**
 - (ii) Comparable experience in research establishment and/or other institution of higher education, **Or**
 - (iii) As administrative officer/ functionary having 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Age of superannuation: 62 years

General Instructions

- (i) The non-refundable Online Application form fee is □ 1000/- (Rs. One thousand only for General and OBC candidates) and □ 400/- (Rs. Four hundred only for SC/ST candidates).
- (ii) The candidates who had applied earlier for the post of **Registrar** against the advt. no. **AU/REG./01/2016 dated 20/06/2016** have to **reapply** through On-Line mode to up-date there Bio-data by paying the balance fee.
- (iii) The University reserves the right to withdraw advertised post at any time without giving any reason.
- (iv) Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee shall short-list the most suitable candidates to be called for the interview.
- (v) **Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's Level in case of SC/ST candidates as per Govt. of India Rules.**
- (vi) Only **matriculation/SSC certificate/equivalent passing certificate** issued by the concerned Education Board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
- (vii) Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. **If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.**
- (viii) Only the short listed candidates will be called for interview. The University shall reimburse to and fro rail fare by the shortest route or actual bus fare on production of tickets to all candidates as per entitlement.
- (ix) The age of superannuation shall be 62 years for the post of Registrar, Finance Officer and Controller of Examination and as amended from time to time by UGC/MHRD.
- (x) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Allahabad and courts/tribunals/ forums at Allahabad only shall have sole and exclusive jurisdiction to try any such case/ dispute.
- (xi) The University reserves the right to reject any application without assigning any reason whatsoever.
- (xii) The University reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.
- (xiii) Any corrigendum/ changes/ updates shall be available only on University website: www.allduniv.ac.in
- (xiv) The posts carry usual allowances *i.e.* DA, HRA and Transport Allowance etc. as admissible to University of Allahabad. In addition to the emoluments, benefits such as Leave Travel Concession, Reimbursement of Medical expenses for self and dependents, conveyance advance, Children Education Allowance etc. are available as per University of Allahabad rules. As applicable to the employees of University of Allahabad, accommodation will be allotted as per priority to be reckoned from the date of application/availability, in which case HRA will not be admissible.
- (xv) Applications not accompanied with or Incomplete, unsigned applications and those not accompanied with copies of attested certificates and application fee will be summarily rejected.
- (xvi) The applicants, who are employed in Govt. Dept./Public Sector Organizations/Autonomous Bodies, if invited for interview, they should bring the following certificates-
 - (i) **Certificate that no vigilance case is pending/being contemplated against him/her**
 - (ii) **Certificate that the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected. (proforma attached)**
 - (iii) **Copies of The Up-to-date CR Dossiers duly attested by the employee,**
 - (iv) **Integrity Certificate,**
 - (v) **Certificate showing the list of Major/Minor penalties, if any, imposed during the last 05 years.**

The interview is subject to submission of above documents. In case of no-submission of any of the documents the applicant may not be allowed for interview.
- (xvii) The period of experience in the requisite discipline/ area of work wherever prescribed shall be counted *w.e.f.* the date of acquiring the prescribed minimum educational qualifications required for that post.

- (xviii) The decision of the Vice Chancellor, University of Allahabad in all matter relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
- (xix) Applications received after the prescribed date will not be entertained.
- (xx) Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
- (xxi) Minimum Educational Qualifications, All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained:
- (xxii) The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
- (xxiii) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as University may require.
- (xxiv) The competent Authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment process.
- (xxv) The applicants may visit our website www.allduniv.ac.in and also the website of NIC: <http://pariksha.up.nic.in>, for detailed advertisement and for submission of On-Line Application. **The last date for submission of online application is 27/03/2017. The candidate must download the filled in ON-LINE Application form and attach Copies of all relevant testimonials, documents duly self-attested and submit the same to the Registrar, University of Allahabad Senate House Campus, University Road, Old Katra, Allahabad-211002, Uttar Pradesh (India), so as to reach him, on or before 04/04/2017 by Registered Post Only. The envelope must be super-scribed as application for the post of "Name of the Post".**

REGISTRAR

Endorsement by Employer:

INTEGRITY CERTIFICATE

This is to certify that the integrity of Dr./Shri./Smt./Ms.
S/D/W/.....working asin this Department of
Central Govt./State Govt./Autonomous Body/PSU
is beyond the doubt and nothing adverse came to notice.
Date:

Signature:

Name in Block letter:

Registrar/Head of the Institution/Deptt

(Designation with seal)

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against Dr./Shri./Smt./Ms.....S/D/W

Date:

Signature:

Name in Block letter:

Registrar/Head of the Institution/Deptt

(Designation with seal)

NO PENALTY CERTIFICATE

Certified that no minor / major penalty has been imposed on Dr./Shri./Smt./Ms
S/D/W during his /her entire service.
Date:

Signature:

Name in Block letter:

Registrar/Head of the Institution/Deptt

(Designation with seal)