

**Rajiv Gandhi National Aviation University**  
**Ministry of Civil Aviation**  
**Government of India**

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Applications are invited for filling up the post of Finance Officer, Rajiv Gandhi National Aviation University (RGNAU) - IGRUA Complex, Fursatganj, Amethi, Uttar Pradesh. RGNAU is a Central University set up by an Act of Parliament viz. Rajiv Gandhi National Aviation University Act, 2013 and is under the Administrative control of the Ministry of Civil Aviation, Government of India. The First Finance Officer shall be appointed by the Visitor on the recommendation of Vice Chancellor.

2. **Pay:** The Finance Officer shall be placed at Level 14 with Rationalised Entry Pay of Rs. 1,44,200 per month as per 7<sup>th</sup> CPC Pay Matrix along with other allowances as are admissible on the pattern of Central Universities.

3. **Age and Tenure of Appointment:** The appointment shall be on contract basis for a term upto 28<sup>th</sup> August, 2020. The candidate applying for the post should be below 59 years of age as on the last date of submission of application.

4. **Qualification and Experience:** Essential Qualification and Experience:

- i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed
- ii. 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
- iii. Comparable experience in research establishment and/ or other institutions of higher education; or
- iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post

5. **Preferable Qualifications and Experience:**

- i. CA / ICWA / MBA (Finance)
- ii. Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters.
- iii. Experience of managing accounting systems in autonomous institutions
- iv. Experience in implementation of financial packages/ERP for automation and financial processing

6. **General Instructions & Essential information:**

- i. The University reserves the right to fill or not to fill any or all the posts advertised for any reasons whatsoever. If any vacancy arises after a particular post is filled, the vacancy shall be advertised.
- ii. The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
- iii. The University reserves the right to increase or decrease the number of vacancies.

- iv. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Vice Chancellor / Executive Council shall be final.
- v. Candidate who is already in service shall submit his application through proper channel. However, he may send an advance copy of his application and should submit a “No Objection Certificate” along with “Vigilance Clearance” from the employer failing which he/she shall not be allowed to appear in the interview.
- vi. Candidates shall have to produce original certificates relating to his age, qualifications, experience, caste, etc., at the time of appearing in Interview. The candidates belonging to the reserved categories must produce the original category certificate and/or medical certificate (pertaining to determination of degree of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India, failing which the candidate will not be allowed to appear for interview.
- vii. The candidate is required to be physically present for the interview on prescribed date & time and no request for change in the schedule of interview will be entertained. Also, no request for conduct of interview through Telephone/Video Conference/Skype etc., will be considered.
- viii. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect/malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his appointment.
- ix. Incomplete application will be out-rightly rejected. Experience, age and qualifications will be reckoned as on the closing date of submission of application form.
- x. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw/ cancel any communication made to the candidates.
- xi. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
- xii. The selection committee may decide its own method of shortlisting and evaluating the performance of the candidates in interview.
- xiii. The University also reserves the right to relax minimum qualifications marginally in case of otherwise highly qualified candidates.
- xiv. The following categories of persons shall not be eligible to apply for any position in the University :
  - a. Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
  - b. Who has entered into or contracted a marriage with a person having a spouse living;
  - c. Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the 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 the operation of these rules;

- d. Who is not a citizen of India; and
  - e. Any other category of person disqualified for appointment by the Govt. of India/UGC.
- xv. Application Fee to be paid through Demand Draft in favour of Rajiv Gandhi National Aviation University payable at Delhi:

Categories	Amount (in rupees)
General/OBC	Rs. 1000/-
SC/ST/PWD	Nil

7. Applications in the prescribed format complete in all respects should be sent by Registered/Speed post to “**Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, Aurobindo Marg, New Delhi – 110003**”. The applications along with prescribed fee, self-attested photocopies of all educational certificates and experience certificates must reach this University latest by 15<sup>th</sup> February, 2019. The University will not be responsible for any postal delay. It may please be noted that those applications found to be incomplete or those received after the last date for receipt of application are liable to be rejected.

8. The format of application for the post of Finance Officer, Rajiv Gandhi National Aviation University is enclosed as Annexure-I.

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## ANNEXURE-I

**FORMAT OF APPLICATION FOR THE POST OF FINANCE OFFICER, RAJIV GANDHI  
NATIONAL AVIATION UNIVERSITY**

(The Applicant can add more lines in the proforma wherever required)

<b>Name</b>					Self-Attested recent passport size photograph
<b>Gender</b>		M		F	
<b>Date of Birth</b>	DD	MM	YYYY		
<b>Father's Name/ Husband's Name</b>					
<b>Community to which belong (Make a ✓ in the appropriate box)</b>	<input type="checkbox"/> SC	<input type="checkbox"/> ST	<input type="checkbox"/> OBC	<input type="checkbox"/> UR	
<b>Permanent Address</b>					
<b>Correspondence Address</b>					
<b>Detail of fees</b>	DD No.: Date: Issuing Bank:				
<b>Contact Details</b>	Mobile				
	Landline				
	Email-Id				

## 2. Educational Qualification

Qualification	Year of Passing	% of Marks Obtained	Name of Institution	Stream/Topic of Specialization
Post Doctorate				
Ph. D				
Post-Graduation				
Graduation				

**3. Present Employment**

Designation and Organisation	Scale of Pay	Nature of Duties / Job Description	Period of Service		Experience (in Years and Months)
			From (Date)	To (Date)	

**4. Previous Employment Details**

Designation and Organisation	Scale of Pay	Nature of Duties / Job Description	Period of Service		Experience (In Years and Months)
			From (Date)	To (Date)	

**5. Publication (Attach separate list)**

	National	International
Number of papers published (In Number)		
Number of Books Published (In Number)		

**6. Area of Specialization (Upto 100 words)**

**7. Details of Referees, if any**

<b>Sl. No.</b>	<b>Name of the Referee</b>	<b>Post held by Referee</b>	<b>Email</b>	<b>Phone No.</b>	<b>Mobile</b>

**8. Your Vision for the National Aviation University (upto 500 Words)**

**9. A statement as to why you should be considered for the post of Finance Officer of RGNAU.**

**10. Any other information.**

**11. Declaration.**

I, hereby, declare that all the statements/ particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice from the post of Finance Officer as per Act/ Statutes etc. and other applicable rules.

(Signature of the Applicant)

Place:

Date: