

SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)



APPOINTMENT OF FINANCE AND ACCOUNTS OFFICER

Online applications are invited in the prescribed form for the post of **Finance and Accounts Officer** of the Savitribai Phule Pune University.

The post of Finance and Accounts Officer is an isolated post. (Open to all)

Qualification :

Chartered Accountant or a Cost Accountant, with professional experience of not less than five years.

Age :

Unless already in the services of Universities or affiliated colleges, not be less than 45 years of age.

Tenure :

- Appointment of the Finance and Account Officer shall be for a term of five years or till he attains the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in this university.
- A person appointed as the Finance and Accounts Officer from teaching cadre shall retire at the age of 60 years and a person from non-teaching cadre shall retire at the age of 58 years.
- The post carries the retirement benefits as per the Government / University Rules.

Pay Band :

Pay Matrix S-29 Rs.1,31,100 – Rs.2,16,600

Plus allowances as per Government Rules as applicable from time to time.

General Terms & Conditions :

- 1) The post of Finance and Accounts Officer is statutory post.
- 2) Candidates belonging to all categories (open and reserved categories) can apply for above post.
- 3) Candidates should apply online from **05/02/2022 to 25/02/2022** on the University website **<http://admin.unipune.ac.in/recruitment>** and take the printout of the said application.

- 4) Applications made through online mode will only be considered by the University. Applications in other forms such as Bio-data, C.V. and any other offline application will not be considered.
- 5) Application form should be accompanied with self-attested copies of the following documents and candidates should affix a passport size photo on the application :
 - I. Documents related educational qualifications, such as Degree/ Diploma certificates, Statement of Marks, other certificates of the relevant examinations (both side photocopies of the Statement of Marks) and any other certificates relating to the educational qualifications.
 - II. Candidate who has obtained a degree as per the Credit System need to provide Certificate of Equivalence in percentage of marks obtained, issued by the Competent Authority.
 - III. Certificate/s of teaching/ administrative experience issued by the competent Authority.
 - IV. Approval letter/s in case of teachers appointed in affiliated colleges/ recognized institutions.
 - V. Birth / SSC certificate or other Government document as a proof of date of birth.
 - VI. In case of change in name of the candidate, a copy of Government Gazette or any other appropriate certificate.
- 6) Teaching Experience as an approved teacher will only be considered.
- 7) The application fees of Rs. 400/- (for open candidates) and Rs.200/- (for reserved category candidates) should be paid by direct cash deposit through challan (at Bank of Maharashtra/HDFC Bank)
(Online Challan gets generated after submitting an application. Candidates should submit this challan at cash counter of any branch of the selected bank (**Bank of Maharashtra / HDFC Bank**) and should submit University copy of the stamped challan along with printout of application form, to the University)
- 8) Candidates should submit the printed copy of the application along with all enclosures to the Deputy Registrar, Administration Non-Teaching Section, Savitribai Phule Pune University, Pune - 411 007 on or before **04/03/2022**.
- 9) As per the Notification No.SRV.2000/CR (17/2000) XII dated 28th March, 2005 issued by General Administration Department, Mantralaya, Mumbai, candidates shall submit the declaration of the small family in the prescribed proforma attached with Application form as Declaration Form "A"
- 10) Qualifications, relevant experience and age shall be considered as on the last date of receipt of application.
- 11) Candidates furnishing incorrect or false information shall stand disqualified at any stage.
- 12) Candidates already employed, shall submit their applications through the proper channel.

- 13) Applications received after the last date of receipt of application, incomplete applications, applications submitted without any of the required documents and applications not submitted through proper channel will not be considered, and no intimation in this regard will be given to the candidates.
- 14) Canvassing directly or indirectly will be a disqualification.
- 15) The University reserves the right to fill or not to fill the post or to modify / alter / cancel the advertisement.
- 16) Queries or correspondence in respect of eligibility criteria, issuance of call letters for interview or selection of candidate will not be entertained at any stage.
- 17) The directives / orders / resolutions / circulars of the Government of Maharashtra issued from time to time, shall be applicable to the said posts.
- 18) These post will be filled in by the University, subject to verification of roster by the competent authorities.
- 19) No Correspondence with ineligible candidates will be made by the University.
- 20) Candidates are requested to refer University website from time to time as all information and circulars will be notified on the University.
- 21) Candidates called for interview will have to remain present at their own expenses.

Advt. No. : 04
Date : 05/02/2022

(Dr. Prafulla Pawar)
Registrar