



SHIVAJI UNIVERSITY

KOLHAPUR - 416 004.

ADVT. NO. EST 06/2017

Applications are invited in the prescribed form available online on Shivaji University website www.unishivaji.ac.in under the tab “**Recruitments**”. For the following Administrative post to be filled in Shivaji University as per the provisions under Section 18 of M.P.U. Act, 2016. (Tenure of the post is for a period of 5 years and it is covered under salary grants scheme of Govt. of Maharashtra)

- **Interested candidates may apply online on or before 14/12/2017**
- **Last date for submission of application form (print out of filled in online application form) is 21/12/2017 up to 6:00 p.m. in the University office.**

Sr. No.	Name of Post, Pay Band and AGP / Grade Pay	Category	Vacant post	Qualification and Experience
1	Finance & Accounts Officer (वित्त व लेखा अधिकारी) Rs. 37400-67000 AGP 10000 (for UGC Qualifications & Teaching Experience) Rs. 37400-67000 AGP 8900 (For other candidates)	Open	1	A person who is a Chartered Accountant or a Cost Accountant, with professional experience of not less than five years. OR A Government officer of the State Finance & Accounts Service, holding the post not below the rank of Deputy Director.

INSTRUCTIONS, TERMS AND CONDITIONS:-

1. Proficiency in Marathi and English languages is essential.
2. **Age limit for post** - Candidate shall not be less than 45 years of age unless already in the service of the Universities or affiliated colleges.
3. **Tenure and Age of Retirement** – This is tenure appointment for a period of five years and the person shall not be eligible for re-appointment in this University. During this tenure, in case of retirement, the age of retirement shall be 58 years for a person from the non-teaching cadre and 60 years for a person from the teaching cadre. The post carries retirement benefits according to the Govt. and University rules.
4. **The above mentioned scale subject to approval from Maharashtra State Government.**

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5. As per the General Administration Department, Mantralaya, Mumbai 400 032 Notification No. SRV 2000/CR(17/2000)/XII, dated 28th March, 2005 in respect of 'Small Family ', A person who desires to apply for any post in Group A, B, C and D in any Government Service shall submit, along with the application, a declaration form in prescribed FORM.
6. The reservation for **Female candidates** will be in accordance with Government Resolution No. **MISC १०९६/प्र.क्र.-३०/का-२, dated 1st August, 1997** issued by the Women's and Child Welfare Department.
7. The reservation for handicapped candidates will be in accordance with Government Resolution No. **अपंग २०११/(२२/११)/मशि-१, dtd. 24 January, 2011** issued by the Higher & Technical Education Department.
8. Applicants already in the employment either in temporary capacity or in permanent capacity in the University / Affiliated colleges, outside the University in government agencies should submit their applications through proper channel on or before last date prescribed for the purpose.
9. Applications with incomplete information or / and erased/ wrong information, in respect of educational qualifications, experience, age etc., if the certificates attached with application are not attested and / or application without prescribed fee will not be considered. No correspondence in this respect will be made.
10. Applicants who are not eligible will not be informed individually.
11. Applicants should attend Examination/ test/ interview at his/ her own expenses.
12. The selection process shall be undertaken through rigorous scrutiny at every level / every stage of verification. If it is found that the information received from an applicant is false and/ or is based on false certificates, will be liable for legal action, then such candidate will be immediately barred from further process.
13. Canvassing directly or indirectly is strictly prohibited and liable for disqualification.
14. All updates, corrigendum (if any), instructions regarding this recruitment from time to time shall be updated on Shivaji University website only. Hence applicants are advised to visit university website regularly for further updates / details.
15. University reserves the right to fill or not to fill the post advertised.

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16. The prescribed **Online Application Link** is available on university website www.unishivaji.ac.in under the tab “**Recruitment**”. This needs to be filled and print-out of the same on A4 size paper, in 01 copy with necessary attested documents and **Demand Draft drawn in the favour of the Finance and Accounts Officer, Shivaji University, Kolhapur payable at Kolhapur OR Cash Receipt of University of Rs.500/- (Non Refundable)** should accompany the application form.
17. Printout online application form submitted with attested copies of certificates should be sent in an envelope superscripted
"Application for the post of Finance and Accounts Officer", so as to reach the same to following address
The Registrar
Shivaji University, Vidyanagar,
Kolhapur – 416 004. (Maharashtra State)
18. The last date for submission of (Print out of filled in Online) application form with necessary attested documents is **21/12/2017 up to 6:00 p.m.**
19. Applications received after the last date will not be considered. The University will not be responsible for postal delay, if any.
20. The Date of publication of advertisement shall form the basis for considering prescribed upper and lower age limit for the post.
21. The Candidate appointed in the University services after 1 Nov., 2005 would be covered under new “Defined Contribution Pension Scheme” and the existing pension scheme (i.e. Maharashtra Civil Services (Pension) Rules, 1982 and Maharashtra Civil Services (Commutation of Pension) Rules 1984) and General Provident Fund Scheme (GPF) will not be applicable to such candidates as per Government Resolution No. CPS-1005/126/SER-4, dated 31st Oct., 2005 and subsequent Government Resolutions issued from time to time. This rule shall not be applicable to the candidate, who is already working on the post covered under pension scheme.
22. Candidate should possess a “Certificate of D.O.E.A.C. Societies “C.C.C” or “O” level or “A” level or “B” level or “C” level or MS-CIT or GECT Certificate of Maharashtra State Higher & Technical Education Board” OR a Certificate in Computer Operation prescribed by the Govt. of Maharashtra from time to time. Those who are not possessing the said Certificate, they will have to produce the Certificate within two years from the date of their appointment. However relaxation in the computer literacy

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will be considered as per Govt. Resolution No. सेप्रनि-२००२/प्र.क्र.१४/०२/१२, दि.०२ सप्टेंबर,
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23. Educational Qualifications shall be considered as on **closing date**.
24. The University reserves all rights to decide criteria / procedure for short listing of eligible candidates.
25. Disputes related to this advertisement are subject to Kolhapur Jurisdiction.
26. The call letters will be issued to the candidates as per University rules.
27. More possession of minimum qualifications does not confer any right to be called for interview and / or selection.
28. Teaching experience shall be considered in respect of approved full- time teacher.

Place: Kolhapur.

Date: 14/11/2017

Sd/-
Dr. V. D. Nandvadekar
REGISTRAR
SHIVAJI UNIVERSITY, KOLHAPUR.