

SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)



APPOINTMENT OF REGISTRAR & FINANCE AND ACCOUNTS OFFICER

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

1. Registrar

The post of Registrar is an isolated post.

Qualification :

A Master's Degree with at least 55% of the marks of any statutory University or its equivalent grade of 'B' in the UGC 7 point scale.

Desirable Qualification :

- I. Ph.D. Degree.
- II. Proficiency in Marathi, Hindi and English languages.

Experience :

At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 Years of service in the AGP of Rs. 8000/- 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.

Relaxation :

Relaxation from 55% to 50% may be given only to those candidates who belong to SC/ST category or to the Ph.D. Degree holders who have passed Master Degree prior to 19th September, 1991 or to the existing incumbents who are already in the University system.

Age :

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

Tenure :

- Appointment of the Registrar shall be for a term of five years or till he attains the age of superannuation, whichever is earlier, and he shall be eligible for reappointment for only one more term of five years.
- A person appointed as the Registrar 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 :

- For Candidates from teaching cadre :
Pay Band Rs.37400-67000 Plus A.G.P. 10,000/-
- For Candidates from non-teaching cadre :
Pay Band Rs.37400-67000 Plus A.G.P. 8,900/-
- Plus allowances as per Government Rules as applicable from time to time.

2. Finance And Accounts Officer

The post of Finance and Accounts Officer is an isolated post.

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 :

- For Candidates from teaching cadre :
Pay Band Rs.37400-67000 Plus A.G.P. 10,000/-
- For Candidates from non-teaching cadre :
Pay Band Rs.37400-67000 Plus A.G.P. 8,900/-
- Plus allowances as per Government Rules as applicable from time to time.

General Terms & Conditions :

- 1) The posts of Registrar and Finance and Accounts Officer are statutory posts.
- 2) Candidates belonging to all categories (open and reserved categories) can apply for above posts.
- 3) Separate application should be submitted for each post.
- 4) Candidates should apply online from **21/12/2017 to 10/01/2018** on the University website <http://admin.unipune.ac.in/recruitment> and take the printout of the said application.
- 5) 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.
- 6) 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.
- 7) Teaching Experience as an approved teacher will only be considered.
- 8) 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)
- 9) 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 **17/01/2018**.

- 10) 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"
- 11) Qualifications, relevant experience and age shall be considered as on the last date of receipt of application.
- 12) Candidates furnishing incorrect or false information shall stand disqualified at any stage.
- 13) Candidates already employed, shall submit their applications through the proper channel.
- 14) 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.
- 15) Canvassing directly or indirectly will be a disqualification.
- 16) The University reserves the right to fill or not to fill the post or to modify / alter / cancel the advertisement.
- 17) 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.
- 18) The directives / orders / resolutions / circulars of the Government of Maharashtra issued from time to time, shall be applicable to the said posts.
- 19) These posts will be filled in by the University, subject to verification of roster by the competent authorities.
- 20) No Correspondence with ineligible candidates will be made by the University.
- 21) Candidates are requested to refer University website from time to time as all information and circulars will be notified on the University.
- 22) Candidates called for interview will have to remain present at their own expenses.

Advt. No. : 58
Date : 21/12/2017

(Dr. Arvind Shaligram)
Offg.Registrar