

(Established by Parliament by Notification No. 225 of 1916)**RECRUITMENT AND ASSESSMENT CELL****Last date** for receipt of applications : **05-07-2012**

APPLICATIONS are invited from the *Indian Citizen* on the prescribed form for the Non-teaching Group 'A' Administrative Sector positions of Registrar, Finance Officer and Internal Audit Officer as per the following details:

1. REGISTRAR (Post Code-1426): One Post (General) in the pay scale of PB- IV, Grade Pay – Rs. 10000/-

The appointment of Registrar shall be made for term of 5 years (he shall be eligible for re-appointment for a second term) or till the age of superannuation whichever is earlier. The amendment of Statutes of the University making the post of Registrar a tenure post of 5 years duration is under consideration of the Visitor. In the event of disapproval by the visitor, it will be open for the selected incumbent to apply for absorption on permanent basis at the end of the 5 year tenure. The in-service candidates shall forward their applications through proper channel.

E.Q.: (1) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. (2) At least 15 years of experience as Assistant Professor in the AGP of 7000 or above or with 8 years of service in the AGP 8000 or 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 as Dy. Registrar or an equivalent post.

D.Q.: Ph.D. degree, Degree in Management or L.L.B., Knowledge of Computers, Experience of e-governance.

Age Limit: The candidate preferably should be not above 57 years of age. The retirement age for the post is 62 years.

2. FINANCE OFFICER (Post Code-1427): One post on deputation basis from any organized services of the Govt. of India. The Finance Officer shall be a whole time salaried Officer in the Scale of Pay of Rs. 37400 – 67000 plus GP of Rs. 10000. The applicant shall be holding an analogous post in the same scale of pay in his parent organization. The candidate shall preferably have at least 5 years of service left before superannuation.

The responsibilities of Finance Officer in the University include preparation of Annual Accounts and Budget, getting the accounts audited by the Office of CAG, managing the properties and funds of the University and advice the University with regard to its financial policies. The magnitude of the University is well-known to all concerned and the person appointed as Finance Officer in the University is required to be well versed in handling and managing funds and grants to the tune of more than Rs. 300 Crores annually.

Applications of only such officials /candidates will be considered as are routed through proper channel and are accompanied by (i) Bio-data in the proforma given, (ii) Photocopies of ACRs for the last 5 years attested on each page, (iii) vigilance clearance certificate, (iv) Integrity Certificate (v) a certificate from the controlling officer to the effect that he can be spared immediately in the event of his appointment.

3. INTERNAL AUDIT OFFICER (Post Code-2557): One post on deputation basis from the Office of Comptroller and Auditor General of India. The scale of pay attached to the post is Rs. PB-3, GP-7600. The applicant shall be either holding an analogous post in the same scale of pay or who has worked in the immediately lower scale (PB-3, GP-6600) for not less than 4 years in his parent organization. The candidate shall preferably have at least 5 years of service left before superannuation.

The job of Internal Audit Officer involves not only internal audit but also giving advice / opinion on issues like pay fixation, pension, establishment and other matters from audit point of view.

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General Instructions to the Candidates

1. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST candidates will be paid second class railway/bus fare by shortest route **by cheque**.
2. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the receipt for application.
3. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's level in case of SC/ST candidates for the post of Registrar.
4. Reservation/Relaxation for SC/ST/Physically challenged candidate (*where ever applicable*) shall be as per Govt. of India norms.
5. Separate application form should be submitted for different post. Application fees once paid shall not be refunded under any circumstances.
6. **(i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.**
7. **Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.**
8. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
9. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
12. Applicants who are in employment should route their applications *through proper channel*.
13. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
14. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
16. Canvassing in any form will be a disqualification.
17. No interim correspondence shall be entertained.
18. *The University reserves the right to withdraw any advertised post(s) at any time without giving any reason. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.*
19. Application form along with detailed instructions can be downloaded from our website: www.bhu.ac.in. **The duly filled in application forms complete in all respects along with a MICR Coded demand draft of Rs.200/- (Rs.50/- for SC/ST candidates) drawn in favour of the Registrar, Banaras Hindu University payable at S.B.I., BHU Branch (Code 0211), Varanasi must reach the Professor-In-Charge, Recruitment & Assessment Cell, Holkar House, BHU, Varanasi - 221005 (India) on or before 05.07.2012.**

Dated:04-06-2012

Asstt. Registrar (RAC)