



इलाहाबाद विश्वविद्यालय

प्रयागराज – 211 002, उ०प्र० (भारत)

UNIVERSITY OF ALLAHABAD

Prayagraj – 211 002, U. P. (INDIA)

Advt.No.:ADVT./AU/NT/01/2023

Date: 03/05/2023

(Vacancy Notice)

The University of Allahabad (A Central University) at Prayagraj, Uttar Pradesh invites applications for filling up the following positions:-

Sl. No.	Name of Post	Category	No. of Post	Pay Level
1.	Registrar	UR	01(One)	Level-14
2.	Finance Officer	UR	01(One)	Level-14
3.	Controller of Examination	UR	01 (One)	Level-14
4.	Internal Audit Officer (On Deputation).	UR	01(One)	Level-12

The Candidates willing to apply for the above posts are advised to visit University's website <https://www.allduniv.ac.in> for detailed advertisement along with essential qualification.

Applications in prescribed format along with copies of requisite document should reach to the office of the Registrar, University of Allahabad, Senate Hall Campus, Old Katra, Prayagraj, U.P. 211002 on or before 30.05.2023.

Registrar
University of Allahabad

(A) Essential Qualification for the post of Registrar:

Appointment to the post of Registrar shall be by Interview as prescribed in Act of University of Allahabad. The tenure of the post shall be 05 (five) years. The following categories of persons are eligible to be considered for appointment:

- (1) Persons, who have knowledge or experience of academic or educational or institutional administration and are working in Universities or other institutions of Higher or Technical education or research establishments presently working as
 - (i) As Professor (or equivalent); **or**
 - (ii) A teacher or academic or research staff, with a service of at least fifteen year including eight years in the rank/grade of Associate Professor (or equivalent); **or**
 - (iii) An administrative officer/functionary, and hold a Master's Degree with at least 55% marks (or its equivalent grade in the Seven-point scale of the University Grants Commission) and with service of at least fifteen year, including eight years as Deputy Registrar or equivalent.
- (2) Persons working in Government or a Public Sector Undertaking and possessing appropriate administrative/managerial experience with a service of at least 10 years in post of Group 'A' level or with an overall service of at least fifteen years including eight years in Posts of Group 'A' level;
- (3) A Master's Degree with at least 55% of the marks or its equivalent Grade of 'B' in the UGC seven point scale with.
 - (i) At least 15 years' of experience as Assistant Professor in the level 11 and above or with eight years' of service in the level 12 and above including as Associate Professor along with experience in educational administration.

Or

- (ii) Comparable experience in research establishment and/or other institution of higher education;

Or

- (iii) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Age of superannuation: 62 years

Age: Preferably below 57 years

(B) Essential Qualification for the post of Finance Officer:

Appointments to the post of Finance Officer shall be by interview as prescribed in act University of Allahabad. The tenure of the post is 05 (five) years. The following categories of persons shall be eligible to be considered for appointment:-

- (1) Persons, who have knowledge or experience of financial administration/management and are working in Universities or other institutions/establishments of higher education/research presently working:
 - (i) as Professor (or equivalent); or
 - (ii) as teacher or academic or research staff, with a service of at least fifteen years including eight years in the rank/grade of Associate Professor (or equivalent); or
 - (iii) as finance officer, holding a Post-graduate degree in Commerce/ Management with at least 55% marks or its equivalent grade (in the UGC Seven-point scale) and with service of at least fifteen years, including eight years as Deputy Registrar or Deputy Finance Officer or equivalent.
- (2) Person working in Government or a Public Sector Undertaking and possessing appropriate experience of financial administration/management with a service of at least ten years in posts of Group 'A' level or with an overall service of at least fifteen years including eight years in posts of Group 'A' level.
- (3) Chartered Accountants with an experience of not less than twelve years as Chartered Accountant.
- (4) A Master Degree with at least 55% of the marks or its equivalent Grade of 'B' in the UGC seven point scale.
 - (i) At least 15 years' of experience as Assistant Professor in the level 11 and above or with eight years' of service in level 12 and above including as Associate Professor along with experience in educational administration.

Or

 - (ii) Comparable experience in research establishment and/or other institution of higher education;

Or

 - (iii) As administrative officer having 15 years of administrative experience of which 8 years shall be as Deputy Registrar or on an equivalent post.

Age of superannuation: 62 years

(C) Essential Qualification for the post of Controller of Examination:

Appointments to the post of Controller of Examination shall be by interview as prescribed in the Act of University of Allahabad. The tenure of post is 05 (five) years. The following categories of persons shall be eligible for appointment:-

- (1) Persons, who have knowledge or experience of academic or educational or institutional administration and are working in Universities or other institutions of Higher or Technical education or research establishments:
 - (i) As Professor (or equivalent); **or**
 - (ii) As teacher or academic or research staff, with a service of at least fifteen year including eight years in the rank/grade of Associate Professor (or equivalent); **or**
 - (iii) As administrative officer, and hold a Master's Degree with at least 55% marks (or its equivalent grade in the Seven-point scale of the University Grants Commission) and with service of at least fifteen year, including eight years as Deputy Registrar or equivalent.
- (2) Person working in Government or a Public Sector Undertaking and possessing appropriate administrative/managerial experience with a service of at least 10 years in posts of Group 'A' level or with an overall service of at least fifteen years including eight years in Posts of Group 'A' level;
- (3) A Master Degree with at least 55% of the marks or its equivalent Grade of 'B' in the UGC seven point scale.
 1. At least 15 years' of experience as Assistant Professor in the level 11 and above or with eight years' of service in level 12 and above including as Associate Professor along with experience in educational administration.

Or
 2. Comparable experience in research establishment and/or other institution of higher education;

Or
 - (iii) As administrative officer having 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Age of superannuation: 62 years

(D) Essential Qualification for the post of Internal Audit Officer (On Deputation):

Appointments to the post of Internal Audit Officer (01 only on Deputation) shall be by interview, and tenure shall be for period of 03 (three) years extendable for not more than 01 (one) year. The following categories of persons are eligible to be considered for appointment:

- (1) The applicant must have Master's Degree in commerce, with at least 55% of marks or its equivalent grade of "B" in UGC seven points scale.

OR

Passed intermediate in Chartered Accountant.

- (2) Officials holding analogous post on regular basis in the grade pay of at least Rs. 6600/- on regular basis or with 05 (five) years service in the scale of Rs. 10000-15000 (pre-revised) from the cadre of officers belonging to Indian Audit & Account Services or other similar services from Central Govt./Central Universities or other Central Autonomous organization.
- (3) Good knowledge of computer functioning.
- (4) The Maximum age for appointment by deputation shall not exceed fifty-five years as on the closing date of receipt of applications.

General Instructions

- (i) The University reserves the right to withdraw advertised post at any time without giving any reason.
- (ii) Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee shall short-list the most suitable candidates to be called for the interview as per University Executive Council norms.
- (iii) Reservation for the candidates belonging to SC/ST/OBC/Physically Challenged/ Ex-serviceman category shall be given as per the Govt. of India norms.
- (iv) Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's Level in case of SC/ST candidates as per Govt. of India Rules.
- (v) Only matriculation/SSC certificate/Admit card/passing certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
- (vi) Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
- (vii) Only the short listed candidates will be called for interview. The University shall reimburse to and for rail fare by the shortest route or actual bus fare on production of tickets to all candidates as per entitlement.
- (viii) The age of superannuation shall be 62 years for the post of Registrar, Finance Officer and Controller of Examination and or as amended time to time by UGC/MHRD.
- (ix) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Allahabad and courts/tribunals/ forums at Allahabad.
- (x) The University reserves the right to reject any application without assigning any reason whatsoever.
- (xi) The University reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.
- (xii) Any corrigendum/ changes/ updates shall be available only on University website: **www.allduniv.ac.in**
- (xiii) The candidate must attach copies of all relevant testimonial documents **self-attested. The original certificates would be required at the time of interview only.**
- (xiv) The posts carry usual allowance i.e. DA, HRA and Transport Allowance etc. as admissible to University of Allahabad. In addition to the emoluments, benefits such as Leave Travel Concession, Reimbursement of Medical expenses for self and dependents, conveyance advance, Children Education Allowance etc. are available as per University of Allahabad rules. As applicable to the employees of University of Allahabad, accommodation will be allotted as per priority to be reckoned from the date of application/availability, in which case HRA will not be admissible.
- (xv) Applications not accompanied with or Incomplete, unsigned applications and those not accompanied with copies of attested certificates and application fee will be summarily rejected.
- (xvi) Applications from the candidates employed in Govt. Dept./Public Sector Organizations/Autonomous Bodies shall be acceptable. Advance copy of application

should reach before the last date. However, they may produce the NOC from their organization at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her (ii) the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected. (proforma attached)

The Up-to-date CR Dossiers. Integrity Certificate. List of Major/Minor penalties, if any, imposed during the last 05 years may be asked to submit at any time.

- (xvii) The period of experience in the requisite discipline/ area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for that post.
- (xviii) The decision of the Vice Chancellor, University of Allahabad in all matter relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of interview will be final and binding on the candidates and No Enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
- (xix) Applications received after the prescribed date will not be entertained.
- (xx) Canvassing in any form and or on bringing in any influence political or otherwise will be treated as a disqualification for the post.
- (xxi) Minimum Educational Qualifications, All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained:
- (xxii) The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
- (xxiii) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as University may require.
- (xxiv) The envelope must be superscribed as application for the post of "Name of the Post". Application may be rejected, if not superscribed.
- (xxv) The competent Authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment process.
- (xxvi) Application fees in form of non-refundable demand draft of Rs.1500/- (Rs. One Thousand Five hundred only for General and OBC candidates) and Rs 600/- (Rs. Six hundred only for SC/ST/PwD candidates) from any Nationalized Bank drawn in favour of the **Finance Officer, University of Allahabad**, payable at **Allahabad**.
- (xxvii) The **Application Form** can be downloaded from University **Website: www.allduniv.ac.in** and the application form, complete in all respect along with other documents, demand draft etc. as required must reach the **Office of the Registrar, University of Allahabad, Allahabad-211002 (U.P.)** on or before 30.05.2023 at 05:00 PM.



REGISTRAR

[illegible]

State:

12. Academic Qualifications:

Examination Passed	Board / University	Year of passing	Class/Division	% of marks	Subjects
High School					
Intermediate					
Graduate					
Post Graduate					
Doctorate (Ph. D./D. Phil)					
Other courses					

[illegible]

14. Distinctions/Prizes/Awards/Medals/Honours, etc:

15. Working Experience (in ascending order):

Name of the Institutions/ Department	Designation	Duration		Pay Scale/ Pay Band with Grade pay	Basic Pay/ Pay in Pay Band	Nature of duties performed	Reason for leaving
		From	up to				

16. Your competence in use of Computer which should facilitate office automation/ e- governance. Please specify familiarity and actual practice of M.S. Office and Internet Browser.

17. Please indicate as to why you wish to join the University of Allahabad and in your opinion do you meet the job requirement as advertised?(to be filled up in candidate's own hand writing & use separate sheet if required)

This image shows a full page of white paper with horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

18. Names and Address of two Referees, under whom you have worked:

1.	Name: Address: Phone No: E-mail ID:	2.	Name: Address: Phone No: E-mail ID:
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19. Additional information, if any?

20. **Declaration:** I, _____

son/daughter/wife of _____ hereby solemnly declare that the

information presented in this application as above are correct and complete to the best of my knowledge and belief, and that no material information has been concealed or suppressed and if there has been suppression of any factual information, my service can be terminated, if selected.

Place:

Signature of the Applicant

Date:

List of Enclosures with the Application:

1. Covering letter.
2. Details of DD in favour of Finance Officer, University of Allahabad payable at Allahabad (non-refundable)
3. Date of birth certification (copy of the school certificate with date of birth can be used)
4. Copies of degrees (Bachelors, Masters, Doctoral, etc)
5. Copy of latest CV
6. Recent passport size colour photograph
7. No-objection certificate from current employer (Must be submitted along with the endorsement of the employer. Format of the letter to be submitted is given at the end of the application).

Endorsement by Employer:

INTEGRITY CERTIFICATE

This is to certify that the integrity of Dr./Shri./Smt./Ms

S/D/W working as in this Department of Central
Govt./State Govt./Autonomous Body/PSU

is beyond the doubt and nothing adverse came to notice.

Date:

Signature:

Name in Block letter:

Registrar/Head of the Institution/Deptt

(Designation with seal)

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or
contemplated against Dr./Shri./Smt./Ms. S/D/W

Date:

Signature:

Name in Block letter:

Registrar/Head of the Institution/Deptt

(Designation with seal)

NO PENALTY CERTIFICATE

Certified that no minor / major penalty has been imposed on Dr./Shri./Smt./Ms.

S/D/W during his /her entire service.

Date:

Signature:

Name in Block letter:

Registrar/Head of the Institution/Deptt

(Designation with seal)