



राजीव गाँधी राष्ट्रीय विमानन विश्वविद्यालय  
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY  
नागर विमानन मंत्रालय, भारत सरकार के तहत एक केंद्रीय विश्वविद्यालय  
(A Central University under Ministry of Civil Aviation, Govt. of India)  
2013 में संसद के एक अधिनियम द्वारा स्थापित  
Established by an Act of Parliament in 2013

Advt No. RGNAU/5156/1/ADMIN/137

Date: 03 March 2021

## Appointment of Finance Officer of Rajiv Gandhi National Aviation University (RGNAU)

Applications are invited for filling up the post of Finance Officer, Rajiv Gandhi National Aviation University (RGNAU), Fursatganj, Amethi, Uttar Pradesh. RGNAU has set up by an Act of Parliament viz. RGNAU Act, 2013 and is under the administrative control of the Ministry of Civil Aviation, Government of India. The Finance Officer shall be appointed by the Executive Council of the University on the recommendations of a Selection Committee constituted for the purpose as per the provisions of RGNAU Act, 2013 and RGNAU Statutes, 2016.

2. **Pay:** The Finance Officer shall be placed at Level 14 with Rationalised Entry Pay of Rs. 1,44,200 per month as per 7<sup>th</sup> CPC Pay Matrix along with other allowances as are admissible on the pattern of Central Universities.

3. **Age and Tenure of Appointment:** The appointment shall be on direct recruitment / contract basis for a term of five years and shall be eligible for re-appointment for one more term. However, she/he shall retire on attaining the age of sixty-two years. The candidate applying for the post should be below 50 years of age as on 01.01.2021.

### 4. Essential Qualification and Experience:

- i. Master's Degree from a recognized University with 55% of the marks or grade B in the University Grant Commission seven-point scale or its equivalent along with a good academic record, as laid down by University Grant Commission.
- ii. Assistant Professor in the Academic in Level -11 (67,700-2,08,700) with fifteen years of regular service or Associate Professor in the Academic in Level -12 (78,800-2,09,200) with eight years of regular service in any recognized university or research establishments or other recognized institution of higher education.  
or
- iii. Fifteen years of administrative experience, of which eight years shall be as Deputy Registrar or an equivalent post in level-12 (78,800-2,09,200) in the pay matrix.

### 5. Desirable Qualifications and Experience:

- i. Master's Degree in Finance Management with experience in modern financial management techniques like accrual method of accounting or conversant using it in management functions in Universities or Higher Education Institutions.
- ii. Chartered Accounts or Institute of Cost Accountants of India or Master of Business Administration (Finance).
- iii. Good working knowledge of rules and regulations of Central Universities, Research and Development institutions relating to accounts or audit, service conditions and related financial matters.

- iv. Five years of experience in managing accounting systems in autonomous institutions or State Government or Central Government.

**6. General Instructions & Essential Information:**

- i. The University reserves the right to fill or not to fill any or all the posts advertised for any reasons whatsoever. If any vacancy arises after a particular post is filled, the vacancy shall be advertised.
- ii. The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
- iii. The University reserves the right to increase or decrease the number of vacancies.
- iv. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Vice Chancellor / Executive Council shall be final.
- v. Candidate who is already in service shall submit his application through proper channel. However, he may send an advance copy of his application and should submit a "No Objection Certificate" along with "Vigilance Clearance" from the employer failing which he/she shall not be allowed to appear in the interview.
- vi. Candidates shall have to produce original certificates relating to his age, qualifications, experience, caste, etc., at the time of appearing in Interview. The candidates belonging to the reserved categories must produce the original category certificate and/or medical certificate (pertaining to determination of degree of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India, failing which the candidate will not be allowed to appear for interview.
- vii. The candidate is required to be physically present for the interview on prescribed date and time and no request for change in the schedule of interview will be entertained.
- viii. Acceptance of documents submitted by an applicant shall be subject to verification by the Competent Authority of the University. If any document is found to be false / fake / incorrect / malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his appointment.
- ix. Incomplete application will be out-rightly rejected. Experience, age and qualifications will be reckoned as on the closing date of submission of application form.
- x. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
- xi. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
- xii. The selection committee may decide its own method of shortlisting and evaluating the performance of the candidates in interview.

- xiii. The University reserves the right to relax minimum qualifications marginally in case of otherwise highly qualified candidates.
- xiv. Application Fee to be paid through Demand Draft in favour of Rajiv Gandhi National Aviation University payable at Raebareli:

Categories	Amount (in rupees)
General/OBC	Rs. 1000/-
SC/ST/PWD	Nil

- xv. Application Fee can also be paid through online mode such as NEFT, IMPS, UPI etc. to the following bank account of RGNAU and in such case the candidate shall submit a copy of the payment confirmation / transaction details as part of their application:

<b>Beneficiary name</b>	Rajiv Gandhi National Aviation University
<b>Bank Name &amp; Branch</b>	State Bank of India, IGRUA, Fursatganj, Amethi, Uttar Pradesh
<b>Bank Account No.</b>	38219420879
<b>IFSC Code</b>	SBIN0011487
<b>MICR code</b>	229002054

7. Applications in the prescribed format complete in all respect should be sent by Registered/Speed post to **“The Vice Chancellor, Rajiv Gandhi National Aviation University (RGNAU), Fursatganj, Amethi, Uttar Pradesh-229302”**. The applications along with proof of payment of the prescribed fee, self-attested photocopies of all educational certificates and experience certificates must reach this University latest by 1600 hrs on 10 April, 2021. The University will not be responsible for any postal delay. It may please be noted that those applications found to be incomplete or those received after the last date and time for receipt of application are liable to be rejected.

8. The applications can also be emailed to vc@rgnau.ac.in. The last date for submission of application remains same as stated above.

9. However, in case of applications submitted through email, the candidate has to submit the hard copy of application (complete in all respects) by 1600 hrs on 15 April 2021.

10. “Application for the post of Finance Officer, RGNAU” should be superscripted on the envelope and in the subject line of the email.

11. The format of application for the post of Finance Officer, Rajiv Gandhi National Aviation University is enclosed as Annexure-I.

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**FORMAT OF APPLICATION FOR THE POST OF FINANCE OFFICER,****RAJIV GANDHI NATIONAL AVIATION UNIVERSITY**

(The Applicant can add more lines in the proforma wherever required)

<b>Name</b>					Self-Attested recent passport size photograph
<b>Gender</b>		M		F	
<b>Date of Birth</b>	DD	MM	YYYY		
<b>Father's Name/ Husband's Name</b>					
<b>Community to which belong (Make a ✓ in the appropriate box)</b>	<input type="checkbox"/> SC	<input type="checkbox"/> ST	<input type="checkbox"/> OBC	<input type="checkbox"/> UR	
<b>Permanent Address</b>					
<b>Correspondence Address</b>					
<b>Detail of fees</b>	DD No.: Date: Issuing Bank: ----- For payments through online mode, please enclose a copy of payment confirmation / transaction details and provide the following details: Transaction / UTR No.: Transaction Date:				
<b>Contact Details</b>	Mobile				
	Landline				
	Email-Id				

**2. Educational Qualification**

<b>Qualification</b>	<b>Year of Passing</b>	<b>% of Marks Obtained</b>	<b>Name of Institution</b>	<b>Stream/Topic of Specialization</b>
<b>Post Doctorate</b>				
<b>Ph. D</b>				
<b>Post-Graduation</b>				
<b>Graduation</b>				

**3. Present Employment**

Designation and Organisation	Scale of Pay	Nature of Duties / Job Description	Period of Service		Experience (in Years and Months)
			From (Date)	To (Date)	

**4. Previous Employment Details**

Designation and Organisation	Scale of Pay	Nature of Duties / Job Description	Period of Service		Experience (In Years and Months)
			From (Date)	To (Date)	

**5. Publication (Attach separate list)**

	National	International
Number of papers published (In Number)		
Number of Books Published (In Number)		

**6. Area of Specialization (Upto 100 words)**

**7. Details of Referees, if any**

<b>Sl. No.</b>	<b>Name of the Referee</b>	<b>Post held by Referee</b>	<b>Email</b>	<b>Phone No.</b>	<b>Mobile</b>

**8. Your Vision for the National Aviation University (upto 500 Words)**

**9. A statement as to why you should be considered for the post of Finance Officer of RGNAU.**

**10. Any other information.**

**11. Declaration.**

I, hereby, declare that all the statements / particulars made / furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice from the post of Finance Officer as per Act/ Statutes etc. and other applicable rules.

(Signature of the Applicant)

Place:

Date: