

कार्यालय, रक्षा लेखा महानियंत्रक  
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
उलान बटार मार्ग, पालम, दिल्ली छावनी 110010-  
ULAN BATAR ROAD, PALAM, DELHI CANTT-110010



No.AN/II/2407/CRSU

Dated: 7<sup>th</sup> February, 2019

**CIRCULAR**

To

**All PCsDA/PCA (Fys)/CsDA (including PIFA/IFA Offices)/HQrs  
AN-IV Section.**

**Subject:** Filling up the post of Finance Officer in Chaudhary Ranbir Singh University, Jind on deputation basis.

Chaudhary Ranbir Singh University, Jind vide Advertisement No.01/2019 dated 01-02-2019 has invited suitable candidates for filling up the post of one Finance Officer, Level-11 of Haryana Civil Service Pay Rules 2016 on deputation basis.

2. Copy of the advertisement duly mentioning the eligibility criteria is enclosed.

3. Keeping in view paucity of time, interested candidates may forward their application directly to the deputation department along with the requisite documents under intimation to HQrs office.

Encl: As above.

  
(Praveen Kumar Rai)  
Sr. Dy. CGDA (Admin)

**Copy to: -**

**IT&S Section, Local**

- with a request to upload the same in CGDA's website.

  
Praveen Kumar Rai  
Sr. Dy. CGDA (Admin)



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द  
**Chaudhary Ranbir Singh University, Jind**  
(Haryana Government University under Act 28 of 2014)  
Recognized u/s 2(F) & 12-B of UGC Act, 1956  
Phone. No. 01681-241004, 241002



Advertisement No.: 01/2019

Date: 01-02-2019

**APPLICATIONS ARE INVITED FOR THE POST OF FINANCE OFFICER ON DEPUTATION BASIS:**

Sr. No.	Name of the post	No. of Post	Pay Level
1.	Finance Officer	01	L-11

**Last Date for Receipt of Application Form: 16<sup>th</sup> February, 2019 upto 5:00 PM.**

**Important Instructions:**

1. Qualifications for the post mentioned above are placed at **Annexure 'A'**.
2. The Pay will be fixed as per norms of Haryana Govt. applicable from time to time.
3. The candidates earlier applied for the post of Finance Officer (On Deputation) against Advt. No. 09/2016 need to apply afresh.
4. The University may not fill the post advertised without assigning any reason. The post advertised here may be withdrawn from being filled up at any time without assigning any reason.
5. The applications will be accepted in hard copy only. The applicants are required to submit the hard copy of the application form along with self-attested copies of relevant testimonials towards fulfilling the eligibility for the post (from Matriculation onwards) to the **Registrar, Chaudhary Ranbir Singh University, Rohtak Bye-Pass Road, Jind-126102** either by Registered/Speed Post or by hand latest by **16<sup>th</sup> February 2019 up to 5:00 P.M.**
6. **No application/ processing fee is to be paid against this post.**
7. The eligibility of candidates will be determined as on the last date fixed for receipt of application forms.
8. Incomplete applications or received after the last date of receipt of applications are liable to be rejected.

**REGISTRAR**

**QUALIFICATION AND GENERAL INSTRUCTIONS FOR THE POST OF FINANCE OFFICER (ON DEPUTATION), ADVT. NO. 01/2019 :**

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Qualification and Experience</b>
1.	<b>Finance Officer</b>	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"><li>1. Post Graduate degree with atleast 55% marks</li><li>2. SAS (Subordinate Account Service)</li><li>3. Minimum 03 years of experience in supervisory capacity as Accounts Officer/ Senior Accounts Officer/ Audit Officer/ Assistant Registrar/ holding analogous post in Central/ State Government/ PSUs/State or Centrally funded University/ Autonomous Bodies.</li></ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"><li>1. CA/ICWA</li><li>2. Knowledge of Computers/Internet/ Tally/ Accounting Package.</li></ol> <p><b><u>Note:</u> Preference will be given to the Senior Accounts Officer of SAS Cadre.</b></p>

**GENERAL INSTRUCTIONS:**

1. Only those applicants who have prescribed qualifications and experience as given above may only apply along with self attested copies of testimonials.
2. Only Hard copy of Application in Prescribed Format as available on University website will be accepted.
3. Incomplete applications or applications without relevant supporting documents will be out-rightly rejected. Experience and qualifications will be reckoned as on the last date of submission of applications i.e. **16<sup>th</sup> February 2019**.
4. The selection will be based on the performance of the candidates in the Interview only. In case of receipt of large number of applications for the post, the University reserves the right to shortlist candidates on the basis of objective criteria, including holding a screening test and on the basis of higher qualifications, which will be uploaded on the University website before the starting of Selection Procedure. Only such candidates, who are found eligible by the Screening Committee and/or short listed on the basis of above said objective criteria, will be called for interview. Candidates are advised to make sure before applying that they are indeed eligible for the post in terms of the minimum

eligibility conditions. Those declared ineligible will not be informed of their status being as such.

5. The selection committee(s) may decide the method of evaluating the performance of the candidates in interview.
6. The eligible candidates working on regular basis in Central/ State Government/ PSUs/State or Centrally funded University/ Autonomous Bodies can apply for deputation through proper channel in prescribed application format available on the website. However, candidates are advised to submit the advance copy of the application form on or before the last date i.e. **16<sup>th</sup> February, 2019**. The application though Proper Channel must reach before the Interview or they are required to produce the No Objection Certificate at the time of Interview.
7. The benefit of reservation will be available to the candidates of Haryana State only.
8. 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.
9. In case of any ambiguity that may occur in the process of selection, the decision of the University shall be final.
10. No TA/DA shall be paid to the candidates for attending the interview.

**REGISTRAR**