



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/5156/03/ADMIN-Part(5)/914

10 February 2023

### **Appointment of Finance Officer of Rajiv Gandhi National Aviation University (RGNAU) on Direct Recruitment or on Deputation basis**

Applications are invited for filling up the post of Finance Officer, Rajiv Gandhi National Aviation University (RGNAU), Fursatganj, Amethi, Uttar Pradesh. RGNAU is a Central University set up by an Act of Parliament viz. Rajiv Gandhi National Aviation University 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 on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University, as per the provisions of RGNAU Act, 2013, RGNAU Statutes, 2016 and RGNAU Ordinances 2020.

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 admissible. Pay protection will be admissible as per government of India rules.

3. **Age and Tenure of Appointment:** The appointment shall be on direct recruitment or on deputation 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. In case of direct recruitment, the maximum age limit of the candidate applying for the post will be 50 years as on the closing date of receipt of application form, as notified by the University. In case of deputation, the maximum age limit of the candidate applying for the post will be 58 years as on the closing date of receipt of application form, as notified by the University. At the time of appointment, she/he shall be placed under probation for a period of one year provided that the Appointing Authority may extend the period of probation for a further period not exceeding one year.

4. **Essential Qualification and Experience (in case of Direct Recruits):**

- 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

- ii. 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 qualification 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 Accountant 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. Essential Qualification and Experience (in case of Deputationist):**

Individuals at analogous post in Level-13 (Rs. 1,23,100-2,15,900) in the pay matrix or with 3 years' regular service in any Central Government or State Government Department or Government Organisation and possessing qualifications and experience as prescribed under para 4 and 5 above.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the central government shall ordinarily not to exceed five years.

**7. General Instructions and 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. 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 shall have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the Screening and Selection Committee.
- xiv. The following categories of persons shall not be eligible to apply for any position in the University:
  - a. Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
  - b. Who has entered into or contracted a marriage with a person having a spouse living;
  - c. Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
  - d. Who is not a citizen of India; and
  - e. Any other category of person disqualified for appointment by the Govt. of India/UGC.
- xv. Application Fee to be paid through Demand Draft in favour of Rajiv Gandhi National Aviation University payable at Fursatganj:

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

- xvi. 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 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

8. Applications in the prescribed format complete in all respects should be sent by Registered/Speed post to “**Acting Registrar cum Finance Officer, Rajiv Gandhi National Aviation University (RGNAU), Fursatganj, Amethi, Uttar Pradesh-229302**”. The applications along with prescribed fee, self-attested photocopies of all educational certificates and experience certificates must reach this University latest by **1600 hrs on 09 March 2023**. 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 for receipt of application are liable to be rejected.

9. The applications can also be emailed to [registrar@rgnau.ac.in](mailto:registrar@rgnau.ac.in). The deadline remains the same as stated above. However, the candidate has to submit the hard copy of application (complete in all respects) at the time of appearing in Interview.

10. Envelope containing application forms or the email (if applicable) should bear a title / subject in capital letters stating, “**APPLICATION FOR THE POST OF FINANCE OFFICER**”.

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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**ANNEXURE-I**

**FORMAT OF APPLICATION FOR THE POST OF FINANCE OFFICER OF  
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>	SC	ST	OBC	UR		
<b>Permanent Address</b>						
<b>Correspondence Address</b>						
<b>Applied for</b>	Direct Recruitment / Deputation					
<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**

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

### 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)

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**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 RGNAU (upto 500 words)**

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**9. Why should you be considered for the post? (upto 500 words)**

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**10. Any other information (upto 500 words)**

**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 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. I understand that furnishing any false information may also lead to penal action against me, as per law.

(Signature of the Applicant)

Place:

Date: