

RECRUITMENT TO THE POST OF CONTROLLER OF FINANCE

Netaji Subhas University of Technology(NSUT) is a non-affiliating; teaching cum research University engaged in education, research, technology, incubation, product innovation and extension work in Applied Sciences, Engineering and Management and is committed to foster excellence. The Department of Training & Technical Education (DTTE) invites applications from amongst Officers of organized group 'A' services viz. Delhi Accounts Service/Indian Civil Accounts Service/Indian Revenue Service (IRS)/ Indian Railway Accounts Service (IRAS)/ Indian Defence Accounts / Indian Audit Accounts, to fill up the following post:

S. No.	Nomenclature of Post	Pay Band & Grade Pay	Number of Post	Mode of Recruitment
1	Controller of Finance	PB-IV (Rs.37400/- - 67000/-) with Grade Pay of Rs.10000/-	01	Deputation


Eligibility Conditions

1..	Educational and other qualification required for direct recruitment	Holding analogous post in PB-IV, Rs. 37,400-67,000 with AGP of Rs.10,000/- on regular basis; OR Atleast 15 years of regular service as Group 'A' Officer of an organized group 'A' services viz. Delhi Accounts Service/Indian Civil Accounts Service/Indian Revenue Service (IRS)/ Indian Railway Accounts Service (IRAS)/ Indian Defense Accounts / Indian Audit Accounts out of which atleast 08 years should be in PB-3, Rs.15,600-39,100 with GP of Rs.7,600/- or above.
2.	Age limit for direct recruitment/deputation	57 years

General Instructions

- I. The person appointed on deputation basis will draw the pay and other allowances as per Govt. of India/Delhi Govt. instructions issued from time to time.
- II. Application should be submitted through proper channel along with attested copies of ACRs/APAR for the last 5 years, Vigilance Clearance Certificate and Work & Conduct Report from the present employer.
- III. Application Form must also be accompanied by self attested copies of Educational & Professional Qualifications and Experience etc.
- IV. Incomplete/unsigned application/application without photograph/ application not in prescribed proforma and those received after closing date shall be summarily rejected.
- V. No TA/DA for appearing in the interview will be paid to the candidate.
- VI. If the qualification possessed by the candidate is equivalent to a degree, then the order (with number and date) under which it has been so treated must be indicated and its copy should also be attached.
- VII. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

Application Performa

1. Post Applied for	Controller of Finance	Space for photograph 
2. Applied Mode of recruitment	Deputation	
3. Full Name	_____	
4. Date of Birth	_____	
5. Age (as on closing date)Year,..... Months,Days	
6. Date of Superannuation	_____	
7. Sex	_____	
8. Marital Status	_____	
9. Nationality	_____	
10. Category Gen/SC/OBC/ST	_____	
11. (a) Mother's Name	_____	
(b) Father's Name	_____	
(c) Spouse Name	_____	
12. Postal Address for correspondence	_____	
(any change of address should be Communicated at once to the department)	_____	
	_____	Pin Code _____
Telephone No	_____	Mobile No _____
Email-address	_____	
Aadhar No.	_____	

Contd.....2

13. Permanent address

14. Academic Qualifications:

(i) Please attach attested copies of certificates including Date of birth
(ii) Give particulars in a chronological order starting with Metric.

S.No	Degree	Name of Board/University	Subject/Specialisation	Division /Grade /% of Marks	Year

15. Details of Experience (Give particulars in descending chronological order starting with the present post. If space is insufficient, attach separate sheet).

S.No	Employer	Post held	Nature of Duties	Pay scale/Pay band with GP	Basic Pay	Period of Employment (Month/Year)	
						From	To

13.	In case the present employment is held on deputation basis, please state:- (a) The date of initial appointment (b) Period of appointment on deputation (c) Name of the parent office/organization to which you belong	
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may include information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).	
15.	Remarks, if any	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I, further, declare that the information/particulars furnished by me are true and nothing has been hide.

Signature of the Candidate

Date_____

Countersigned
(Employer with Seal)