



::Rabindranath Tagore University:: Hojai :: Assam ::
(A State University of Assam Govt. Recognized by UGC under 2(f) Category)

Advt. No. RTU/Adv./16/2023

Date: 25/11/2023

Advertisement

Rabindranath Tagore University invites applications from eligible Indian citizens for the post of **Finance Officer** against unreserved category. The last date of receipt of filled-in applications is **11-12-2023**. Applications shall be received only in offline mode. The University will not be responsible for any postal delay.

For detailed information, terms and conditions and application form, interested candidates have to visit the University website **rtuassam.ac.in**.


(Tilak Chandra Kalita)

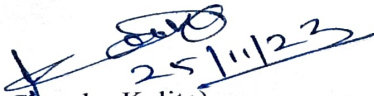
Registrar i/c
Rabindranath Tagore University, Hojai
Registrar i/c
Rabindranath Tagore University
Hojai (Assam)

Date: 25/11/2023

Memo No: RTU/EST-11/2750-2756

Copy to:

1. Hon'ble Vice-Chancellor, Rabindranath Tagore University, Hojai for favour of kind information.
2. The Addl. Secretary to the Govt. of Assam, Chancellor's Secretariat, Raj Bhavan, Guwahati-01 for favour of kind information.
3. The Commissioner and Secretary, Higher Education Department, Dispur, Guwahati-06 for favour of kind information.
4. The Director of Higher Education, Govt. of Assam, Kahilipara, Guwahati-19 for favour of kind information.
5. The Publicity Officer, Hojai, Sankardev Nagar. He is requested to take necessary steps to publish this advertisement.
6. Advertising & Publicity officer (i/c) of RTU. He is requested to take necessary steps to publish the advertisement in the University website and to publish the link in The Assam Tribune and Dainik Assam.
7. Office file.


(Tilak Chandra Kalita)
Registrar i/c

Rabindranath Tagore University, Hojai
Registrar i/c
Rabindranath Tagore University
Hojai (Assam)



RABINDRANATH TAGORE UNIVERSITY
HOJAI-782435
ASSAM

GENERAL CONDITIONS/INSTRUCTIONS

1. The applicant must be a citizen of India.
2. Age will be calculated as on 01-04-2023 on the basis of the School/Matriculation/HSLC Admit Card/ Certificate issued by a recognized Board/Council.
However Rabindranath Tagore University reserves the right to relax any requirements of experience and age for exceptional candidates, especially for those from Govt. Educational /research institution and having good track record.
3. Candidate has to send a bank draft, of **Rs. 2000 (Non-refundable) in favour of Rabindranath Tagore University, payable at State Bank of India, Hojai Branch, Hojai**. The bank draft should be drawn only on or after the date of publication of the advertisement and on or before the last date of submission of application. Application fee sent in other forms will not be accepted.
4. The candidate must possess the minimum qualifications for the post.
5. Candidate have to apply in prescribed application form attached herewith as Part A, B and C. Applicants must fill-in all the parts of the application form. However not applicable part may be strike out. Incomplete application i.e. without photocopies of certificates / mark sheets, proof of date of birth etc. will be rejected. A list of enclosures must be furnished as provided in the application form.
6. Applicant may attach additional sheet(s) wherever necessary quoting the serial number.
7. Applicant willing to apply more than one post must send separate application forms for each post(s) along with separate application fee.
8. Application(s) received after the last date shall be summarily rejected.
9. No correspondence whatsoever will be entertained from candidate regarding postal delay, conduct and result of interview and reasons for not being called for the interview.
10. **“Persons in employment must submit their applications through proper channel” with a forwarding note of the employer in ‘Part-C’ of the application proforma.**
11. Canvassing in any form will be a disqualification.
12. Any change of address for correspondence should be communicated to the Registrar, Rabindranath Tagore University, giving reference of the Advertisement and post(s) applied for.
13. **Only short listed candidates will be called for interview. Mere fulfillment of minimum qualification will not entitle an applicant to be short listed for interview.**
14. Candidates will have to appear in the interview at their own cost.
15. Services of the selected candidates will be governed by the Act, Statute and Regulations of the University and relevant Govt. of Assam and UGC Rules and Regulations.
16. The filled-in-application form should be addressed to the **“Registrar, Rabindranath Tagore University, Hojai-782435, Assam (India)”** in an envelope super scribing **“APPLICATION FOR THE POST OF FINANCE OFFICER”**
17. The University reserves the right to withdraw the advertised post at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post(s) and its decision in this regard shall be final.

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PART-I: DETAILS OF THE POST:

Post Sl. No.	Name of the post	No. of post	Category of Reservation	Pay Band	Maximum Age limit
1	Finance Officer	1	UR	Rs.30,000-Rs.1,10,000 Grade Pay Rs. 14500	55 years

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

The appointment of the Finance Officer will be for a term of 5 (Five) years, but the selected person will be eligible for reappointment under provision of section 20 (1) of Rabindranath Tagore University Act, 2017 provided He/She fulfill the laid down conditions for appointment to the post for another term.

Age of superannuation: 60 years.

PART-II: DETAILS OF THE EDUCATIONAL AND OTHER QUALIFICATIONS AND EXPERIENCE REQUIRED

Post Sl. No.	Name of the Post	Minimum qualifications	Desirable qualifications
01	Finance Officer (One Post)	a) Bachelor's degree in Commerce from a recognize university along with at least 5 (Five) years of experience in Finance and Accounts in a University, Government Organization or public Sector Undertaking/Research Organization. .	a) Computer literacy to oversee installation of appropriate software and computerization of all Finance and Accounts and stores related matters with good interpersonal skills. b) A professional qualification in the form of a Degree or Diploma in the relevant field OR a Master's Degree in the relevant subject.

(Tilak Chandra Kalita)

Registrar i/c

Rabindranath Tagore University, Hojai

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