



GONDWANA UNIVERSITY, GADCHIROLI

ADVERTISEMENT NO. 52/2023

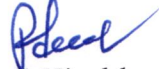
Applications are invited in the prescribed format from the eligible candidates for the post of Finance and Accounts Officer in Gondwana University, Gadchiroli.

Sr. No.	Name of the Statutory Officer's Post	No. of Post	Category
1.	Finance & Accounts Officer	01	OPEN

Prescribed Application Form with details of Qualifications, Experience, Tenure of appointment, Pay Scale, Duties & Responsibilities, Registration Fee, General Instructions, Terms & Conditions etc. are available on the University website : <https://unigug.ac.in>

Completed application form in the prescribed format alongwith self-attested copies of Certificates and Testimonials in 11 SETS, and Registration Fee of Rs. 1000/- shall be submitted in the University on or before **29/05/2023, up to 5.30p.m.**

Date :- 28/04/2023
Place :- Gadchiroli


Dr. Anil Hirekhan
Registrar



GONDWANA UNIVERSITY, GADCHIROLI
(A State University Established by Government of Maharashtra)
Complex, MIDC Road, Gadchiroli, Pin Code 442605

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Applications are invited in the prescribed format available on Gondwana University, Gadchiroli website <https://unigug.ac.in> under the tab "Recruitment" for the following post to be filled in Gondwana University as per the provisions under Maharashtra Public Universities Act, 2016.

Interested candidates may apply on or before **29/05/2023, 5.30pm.**

Name of the Post, Pay Band & AGP/Grade Pay	Number of Post & Category	Qualifications
Finance & Accounts Officer Level in Pay Matrix S-29 Rs. 1,31,100-2,16,600/-	01 (Unreserved)	Chartered Accountant or a Cost Accountant, with Professional Experience of not less than Five Years.

INSTRUCTIONS, TERMS & CONDITIONS

1. The appointment of the Finance and Accounts Officer shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.
2. The age of retirement shall be as prescribed by the State Government.
3. Proficiency in Marathi Language is desirable.
4. The candidate shall have to submit alongwith the application form, a declaration in FORM 'A' as per the rules prescribed by the Govt. of Maharashtra in respect of small family vide Notification No.SRV.2000/CR(17/2000)XII, dt. 28.3.2005.
5. The candidates who are already in service should apply through proper channel and bring NOC from the present employer if changed, at the time of interview, otherwise protection of pay and previous service could not be considered.
6. The prescribed **Application** is available on university website <https://unigug.ac.in> under the tab "**Recruitment**". Print-out of the same on A4 size paper, in 11 copies with necessary attested documents and and Receipt of Rs. 1000/- (Non Refundable) should accompany the application form.
7. Application fees of Rs. 1000/- should be submitted through NEFT/RTGS, account details are given below.

Account No.	964810210000022
Account Name	Finance & Account Officer GUG payment Gateway Online Transaction
Branch Name	Bank of India, Gondwana University
IFSC Code	BKID0009648

8. The last date to issue the application form and to submit the application form duly filled in alongwith necessary enclosures to the undersigned is **29/05/2023** during the office hours. Postal delay shall not be entertained.
9. Qualifications and Age shall be considered as on closing date.
10. Incumbent shall be entitled to pensionary benefits as per rules prescribed by the Govt. of Maharashtra from time to time, as the case may be.
11. Post carry usual allowances and benefits as admissible under University rules in force from time to time.
12. Application alongwith true copies of testimonials, certificates, degrees, diplomas and details of Professional experience in Ten sets should reach the University Office within due date. Original documents will have to be produced at the time of interview.
13. Attested copies of papers and documents or reprints submitted with application will not be returned.
14. All copies of application form should be neatly filled in by the candidate in his/ her own handwriting or typewriting. Xerox copies of the application shall not be entertained.
15. All belated, incomplete and the applications which are not in the prescribed form will be rejected and no intimation in this regard will be sent to the candidates.
16. No correspondence will be entertained in respect of advertisement, interview, selection & appointment, etc.
17. No TA/DA will be paid either for attending the interview or for joining the post.
18. A candidate furnishing incorrect or false information shall stand disqualified.
19. The right is reserved with the University either to fill or not to fill the post or to modify/alter/cancel the advertisement.
20. Canvassing in any form will be a disqualification.
21. The details of Professional experience in relevant stage along with date, post, pay band, grade pay etc., with supporting documents with respect to prescribed qualification should be mentioned in the application form. Separate sheet may be attached, if required for the purpose.
22. Print out of application form submitted with attested copies of certificates should be sent in an envelope superscripted.

Application for the post of "Finance & Accounts Officer" so as to reach the same to following address.

The Registrar

Gondwana University,

MIDC Road, Complex, Gadchiroli

Dist-Gadchiroli Pin 442605.(Maharashtra State)

Duties and Responsibilities of Finance and Accounts Officer

- (a) exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the university;
- (b) hold and manage the funds, property and investments, including trust and endowed property, for furthering the objects of the university, with the approval of the Vice-Chancellor;

- (c) ensure that the limits fixed by the university for recurring and nonrecurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
- (d) keep watch on the state of the cash and bank balances and investments;
- (e) ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Vice- Chancellor on the methods to be employed in this regard;
- (f) perform the duties under clauses (a) to (e) as per the Maharashtra Universities Account Code;
- (g) get the accounts of the university audited, regularly;
- (h) ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices, conducted colleges, workshops and stores of the university are conducted regularly;
- (i) propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or nonvacation academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;
- (j) propose to the Registrar that explanation be called from any non- academic member of the university, other than the teacher, non-vacation academic staff and an officer of the university of the rank of Assistant Registrar or equivalent and above, for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default;
- (k) call for, from any office, centre, laboratory, conducted college, department of the university or university institution, any information and returns that he thinks necessary for the proper discharge of his financial responsibilities;
Finance and Accounts Officer.
- (l) maintain the minutes of the meetings of the Finance and Accounts Committee;
- (m) be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council;
- (n) prepare financial reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission, University Grants, Commission and All India Council for Technical Education and any such body providing funds to the university;
- (o) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice- Chancellor and Pro-Vice-Chancellor, from time to time.

Date :- **28/04/2023**

Place :- Gadchiroli

(Dr. Anil Hirekhan)
Registrar

Gondwana University, Gadchiroli