CENTRAL UNIVERSITY OF KERALA
Vidyanagar P O., Kasaragod – 671 123

No.CUK/APPT/01/2010   Dated, the 23rd July, 2013

EMPLOYMENT NOTIFICATION NO.3/13

Applications in the prescribed format are invited from the eligible candidates for filling up the post of **Finance Officer** at the Central University of Kerala as detailed below:

  Finance Officer   -   One Post

Minimum Qualification and Experience:

  (a) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.

  (b) 15 years of appropriate experience of financial management of which 8 years as Deputy Registrar or an equivalent post of a University/Government.

OR

Comparable experience in research establishment and/or other institutions of higher education

Pay Scale: Pay Band Rs.37400-67000 and Grade Pay Rs.10000

Note: 1. 5% relaxation at Master's level for the posts shall be allowed for those candidates of SC/ST category and for those who are already in the University system.
2. The post is for the residual term of the first Finance Officer (2½ months) and if the work of the person appointed for the residual period is found satisfactory he may be considered for second term of 5 (five) years by the Selection Committee appointed for the purpose.

Upper Age Limit   : 57 years

Applications in triplicate along with two recent passport size photographs, attested photo copies of all supporting documents and processing fee of Rs.300/- (SC/ST candidates exempted) in the form of DD drawn in favour of Central University of Kerala payable at Kasaragod should reach the Registrar at the above address on or before **16th August, 2013**. The advertisement number and the post applied should be *superscribed* on the envelope.

NB: (1) Applications should be routed through proper channel, if in service.
  (2) Applications should be in the prescribed format only.
  (3) Qualifications and experience claimed should be as on the last date of receipt of application.
  (4) Incomplete applications will not be entertained.

                                                                    Registrar

General Instructions

(1) Persons in service should apply through proper channel.

(2) The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received is large and/or where it will not be convenient or possible to interview all the candidates, the University at its discretion may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience prescribed in the advertisement.

(3) Changes in Regulations on qualifications, experience, etc. issued by the UGC subsequent to this notification will become mandatory from the respective dates of effect prescribed.

(4) The University reserves the right to –

    (a) not fill up the post advertised.
    (b) invite any meritorious person fulfilling all prescribed qualifications for an interview even if such person has not submitted an application in response to this notification;

(5) The qualification prescribed shall be as on the last date of receipt of application.

(6) Outstation candidates (beyond 20 km) belonging to SC/ST/PWD categories called for interview will be reimbursed single second-class railway fare from station to station towards journey expenses on production of ticket/proof.

(7) Selection will be made on the basis of candidates' performance at the interview.

(8) No interim queries regarding interview/selection will be entertained.

(9) Canvassing in any form will be a disqualification.

(10) Interested persons should apply in triplicate along with two recent passport size photographs, photo copies of all supporting documents (one set only) and processing fee of Rs.300/- (SC/ST candidates exempted) in the form of DD from any nationalized bank drawn in favour of Central University of Kerala payable at Kasaragod.

(11) Applications should reach the Registrar at the above address on or before 16thAugust, 2013. **The University will not be responsible for any postal delay.**

(12) The envelope should be *super-scribed* with the advertisement number and the post applied for.

Registrar