

RASHTRIYA SANSKRIT VIDYAPEETHA
(Deemed to be University)
TIRUPATI - 517 507, A.P.



PROSPECTUS

Notification No.RSV/Estt./Appts./NT-FO/2013 dated 11.11.2013



RASHTRIYA SANSKRIT VIDYAPEETHA

(Deemed to be University)

TIRUPATI - 517 507 (A.P.)

NOTIFICATION

Applications are invited from eligible candidates for the post of **FINANCE OFFICER** in the Scale of Pay PB4 Rs.37400-67000 with Grade Pay of Rs.10,000-00. Application along with prospectus for the above post can be had on payment of Rs.300/- (Rs.150/- for SC/ST candidates and no fees for PWD candidates) by Demand Draft drawn in favour of **Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati from 13.11.2013** onwards. Application along with Prospectus can also be downloaded from the Website: <http://rsvidyapeetha.ac.in>.

The last date for receipt of filled in application is 5:30 pm on 16.12.2013.

Advt.No.RSV/Estt/Appts./NT-FO/2013 dt.11.11.2013

REGISTRAR I/C

RASHTRIYA SANSKRIT VIDYAPEETHA
(Deemed to be University)
TIRUPATI - 517 507 (A.P.)

Advt.No.RSV/Estt/Appts./NT-FO//2013 dt. 11.11.2013

Applications are invited from eligible candidates for the Post of **FINANCE OFFICER** under Direct Recruitment on deputation for a tenure period of five years only in the Scale of Pay - PB4-Rs.37400-67000 with Grade Pay of Rs.10000-00.

Application along with prospectus for the above post can be had on payment of Rs.300/- (Rs.150/- for SC/ST candidates and no fees for PWD candidates) by Demand Draft drawn in favour of **Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati** from 13.11.2013 onwards. Application along with Prospectus can also be downloaded from the Website: <http://rsvidyapeetha.ac.in>. The last date for submission of filled in applications is upto 5.30 p.m. on 16.12.2013.

Applications downloaded from the website : <http://rsvidyapeetha.ac.in> should be submitted along with the prescribed fee of Rs. 300/- (Rs.150-00 for SC/ST candidates) by way of Demand Draft drawn from nationalised banks in favour of the Registrar, Rashtriya Sanskrit Vidyapeetha payable at Tirupati. PWD candidates need not pay any fee while submitting applications.

RASHTRIYA SANSKRIT VIDYAPEETHA

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Eligibility Conditions

1. Finance Officer (One Post -- UR Category)

Pay Band: PB-4 Rs.37400-67000 with Grade Pay of Rs.10,000-00

under Direct Recruitment on Deputation basis for a tenure period of five years only.

(A) Essential Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/Institute.
- b. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration.

OR

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

OR

15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post, in pay scale of Deputy Registrar with AGP of 7600.

OR

Officers not below the rank of DAG or equivalent belonging to the Audit and Accounts Service or other similar organized services such as Railway Accounts, Defense Accounts etc.,

(B) Desirable Qualifications:

- i. MBA(Finance)/M.Com/ICWA/CA/CS or comparable experience of financial management.
- ii. Experience in computer systems, finance/accounts related software handling for information processing and retrieval.
- iii. Good working knowledge of rules & regulations of Central Universities/Deemed Universities.
- iv. Well versed in the financial / accounting systems.
- v. Ph.D. in any subject from a recognized institution. Passing of Subordinate Accounts Service (SAS) or its equivalent accounts service examination of Central / State government.

(C) Mode of appointment:

Direct Recruitment on Deputation basis for a tenure period of five years only. Appointment shall be made initially for a period of two years and further extendable on yearly basis.

(D) Age limit for Deputation : 56 years.

(E) The age of superannuation: 62 years.

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Following Documents are to be enclosed along with the application

- (1) Supporting documents (degree/diploma certificates and marksheets) of qualifications and experience.
- (2) Certificate in proof of date of birth.
- (3) No Objection Certificate from the employer, if already employed and the application not sent through proper channel.

GENERAL INFORMATION

1. The Institute reserves the right :
 - (a) to relax any of the requirements with reference to age and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a university/research institution,
 - (b) to invite persons for interview who may not have applied as per the above procedure ;
 - (c) to fill up or not to fill up any of the vacancies advertised;
2. Since applications received may be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for an interview;
3. No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to debarring the candidate from considering to the post.
4. For posts reserved for SC/ST/OBC candidates, applications from other candidates will not be entertained nor will SC candidates be substituted either by ST/OBC candidates and vice-versa;
5. Age limit does not apply to the employees of this Vidyapeetha.
6. Candidates who have obtained 55% or more marks or an equivalent grade of B in the 7 point scale as mentioned below in the Master's Degree should only apply except in the case of SC ST/PWD candidates.

UGC SEVEN POINT SCALE

Grade	Grade Point	Percentage Equivalent
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

7. A relaxation of 5% will be allowed from 55% to 50% of the marks at the Master's level for the SC/ST category.
8. The Vidyapeetha reserves the right to reject any application without assigning any reason therefor.
9. The candidates called for interview will have to come to the place of interview at their own expenses. However, outstation unemployed candidates belonging to SC/ST/PWD categories called for interview will be paid to and fro single second class rail fare towards journey expenses on production of Ticket number / proof.
10. The candidates should bring with them their original research papers, degrees and certificates, etc. for verification. The selection process involves the assessment of candidates' ability to communicate clearly and effectively, perform duties in University administration, deal with academic matters, students, teachers, etc.
11. The Vidyapeetha will send call letters for attending interview to the eligible candidates only as per rules.
12. Employed persons should send their applications through 'proper channel'. However, direct copies may be sent to save delay, subject to the production of NO OBJECTION CERTIFICATE at the time of interview.
13. Only prescribed application form issued by the Vidyapeetha or downloaded application form from the website (**Website : <http://rsvidyapeetha.ac.in>**) will be accepted. If a candidate desires to apply for more than one post he/she should make a separate application for each post with requisite fee. The candidate should clearly note that the Vidyapeetha will not be responsible for non-receipt of application or any delay in receipt thereof on any account.
14. Applications received after the due date and time shall summarily be rejected. No correspondence will be entertained in this regard.

15. Age and experience will be reckoned as on 16.12.2013.
16. No interim queries regarding test / interview / selection will be entertained.
17. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication.
18. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
19. New Pension Scheme in accordance with the O.M. No.F.5-2/97 (DU) dated 26-8-2004 and O.M. No. 1-2/2004 (FA-NPS) dated 15-12-2004 received from the University Grants Commission will be applicable for the candidates appointed on or after 1-1-2004 and subsequent amendments made or will be made from time to time.
20. Filled in applications should be addressed to the **Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati-517 507(A.P.)** in an envelope superscripting "APPLICATION FOR THE POST OF _____" and should reach this office **on or before 5.30 p.m. on 16.12.2013.**

For Further details Please contact : The Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati.
Phone : 0877-2286799

Tirupati

Date: 11.11.2013

Prof. Radhakanth Thakur

Registrar i/c

