

Government of India
Ministry of Civil Aviation
Rajiv Gandhi National Aviation University

Applications are invited for filling up the post of Finance Officer, Rajiv Gandhi National Aviation University (RGNAU) - IGRUA Complex, Fursatganj, Raebareli, Uttar Pradesh- an autonomous institution under the administrative control of the Ministry of Civil Aviation, Government of India.

2. **Pay Band:** INR 37400-67000 (Grade pay INR 10, 000) along with other allowances as are admissible on the pattern of Central Universities.

3. **Age and Tenure of Appointment:** The appointment shall be on contract basis for a term of five years or till the attainment of the age of 62 years, whichever is earlier and is eligible for re-appointment. The candidate applying for the post should be below 55 years of age as on the last date of submission of application.

4. **Qualification and Experience:**

Essential Qualification and Experience:

- I. Master's Degree in Commerce/Finance 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 or a CA/ICWA
- II. At least 15 years of experience as Assistant Professor in the AGP of INR 7000/- and above or eight years' of service in the AGP of INR 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

Comparable experience in the industry leading finance and accounts team/department

Preferable Experience:

- I. Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters.
- II. Experience of managing accounting systems in autonomous institutions
- III. Implementing finance package/ERP for automation and financial processing
- IV. Experience in raising funds/grants

5. RGNAU is an autonomous institution under the Administrative control of the Ministry of Civil Aviation, Government of India. The Finance Officer would be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose. The Search-Cum-Selection Committee may also consider nominations received from eminent persons or institutions.

6. In case of persons employed in Government Departments, Autonomous Organizations and Public Sector Undertakings, their applications should be sent through proper channel along with vigilance clearance. However, they may send an advance copy of the application directly to the below mentioned address.

7. Applications in the prescribed format complete in all respects should be sent by Registered\Speed post to "**Rajiv Gandhi National Aviation University (RGNAU) Office, Rajiv Gandhi Bhavan, New Delhi – 110003**" or emailed to vc@rgnau.ac.in. The last date for receipt of application is **08th January, 2017**. It may please be noted that those applications found to be incomplete or those received after the last date for receipt of application are liable to be rejected.

8. Advertisement, Job description and prescribed proforma for the application is available at the Ministry of Civil Aviation website www.civilaviation.gov.in.

**FORMAT OF APPLICATION FOR THE POST OF FINANCE OFFICER OF
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY**

(The Applicant can add more lines in the proforma wherever required)

Name				Self-Attested recent passport
Gender	<input type="checkbox"/> M	<input type="checkbox"/> F		
Date of Birth	DD	MM	YYYY	
Father's Name/ Husband's Name				
Community to which belong (Make a ✓ in the appropriate box)	<input type="checkbox"/> SC	<input type="checkbox"/> ST	<input type="checkbox"/> OBC <input type="checkbox"/> UR	
Permanent Address				
Correspondence Address				
Contact Details	Mobile			
	Landline			
	Email-Id			

2. Educational Qualification

Qualification	Year of Passing	% of Marks Obtained	Name of Institution	Stream/Topic of Specialization
Post Doctorate				
Ph. D				
Post-Graduation				
Graduation				

3. Present Employment

Designation	Organization	From (Date)	Total Experience (in Years and Months)

4. Academic Experience / Previous Employment Details

Designation	Organization	Period of Service		Experience (In Years and Months)
		From (Date)	To (Date)	

5. International Academic Experience, if any

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6. Administrative Post(s) Held (on full time basis)

Sl. No.	Designation	Organization	Duration	
			From (Date)	To (Date)

7. Certifications (Attach separate list)

8. Area of Specialization (Upto 100 words)

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9. Details of Referees, if any

Sl. No.	Name of the Referee	Post held by Referee	Email	Phone No.	Mobile

10. Your Vision for the National Aviation University (upto 500 Words)

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11. A statement as to why you should be considered for the post of Finance Officer of RGNAU.

12. Any other information.

I, hereby, declare that all the statements/ particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice from the post of Finance Officer as per Act/ Statutes etc. and other applicable rules.

(Signature of the Applicant)

Place:

Date:

Note: Total No. of pages (A-4 size) of the applicant should not exceed 10 pages.

Job Description for Finance Officer

Heading	Description
Position	Finance Officer
Location	Fursatganj, Rae Bareilly, Uttar Pradesh, India
Pay scale	Pay Band-4: INR. 37400-67000 (Grade pay INR.10, 000) + Allowances
Qualification and Experience	<p>Essential Qualifications and Experience:</p> <p>a. Master's Degree in Commerce/Finance 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 or a CA/ICWA</p> <p>b. At least 15 years of experience as Assistant Professor in the AGP of INR. 7000/- and above or eight years' of service in the AGP of INR. 8000/- and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in the industry leading finance and accounts team/department.</p> <p>Preferable Qualification and Experience:</p> <p>i. Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters.</p> <p>ii. Experience of managing accounting systems in autonomous institutions</p> <p>iii. Implementing finance package/ERP for automation and financial processing</p> <p>iv. Experience in raising funds/grants</p>
Roles and Responsibilities	<p>The Finance Officer shall –</p> <ol style="list-style-type: none"> 1. exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and 2. perform such other financial functions as may be assigned to him by the Executive Council or as may be specified by the Statutes or the Ordinances: 3. develop financial strategy for the university including plans for fund raising, investment strategies and get the approvals from the finance committee and execute the plans

	<p>4. be responsible for regulatory compliances on financial aspects of the university including internal and external audits.</p> <p>5. be responsible for strategic planning of financial/capital assets and liabilities of the university</p> <p>6. ensure compliance with tax requirements as per the government norms for the university</p> <p>Subject to the control of the Executive Council, The Finance Officer shall</p> <p>(a) Hold and manage the property and investments of the university;</p> <p>(b) Ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allowed;</p> <p>(c) Be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council after they have been considered by the Finance Committee ;</p> <p>(d) Design Financial MIS system and regularly conduct review with key stakeholders</p> <p>(e) Keep a constant watch on the state of the cash and bank balances and on the state of investments;</p> <p>(f) Watch the progress of collection of revenue and advise on the methods of collection employed;</p> <p>(g) Have the accounts of the University regularly audited by an internal audit party;</p> <p>(h) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, schools, special centres, specialised laboratories, colleges and Institutions maintained by the University;</p> <p>(i) bring to the notice of the Vice-Chancellor, unauthorised expenditure or any other financial irregularities and suggest disciplinary action against persons at fault; and</p> <p>(j) Call for from any office, school, centre, laboratory or institutions maintained by the University any information that he/she may consider necessary for the performance of his/her duties.</p>
Age	Preferably below 55 years