



University of Mumbai

Fort, Mumbai - 400 032.

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Advertisement No.UoM/Estab.I/FAO/02/2019

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As per Section 18 of the Maharashtra Public Universities Act 2016, applications are invited from eligible candidates in the prescribed form for the post of '**FINANCE AND ACCOUNTS OFFICER**' (1 post) on the establishment of University of Mumbai. The post belongs to Open category, however, the candidates belonging to any other category can also apply.

**Pay Scale: Rs.37400-67000+ G.P. Rs.8900 (subject to final decision in the Hon'ble High Court, Nagpur Bench in Writ petition No.512 of 2018)**

**Retirement Age :** 58 years.

**Tenure of appointment :** Appointment shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall not be eligible for reappointment.

**Qualifications and Experience :** The person to be appointed to the post of Finance and Accounts Officer shall be a person who is a chartered accountant or a cost accountant, with professional experience of not less than five years however the Government Officers of the State Finance and Accounts service holding the post not below the rank of Deputy Director may also apply for the post.

### **Instructions to the candidates**

- 1) **The application will be accepted from 8<sup>th</sup> March, 2019 to 8<sup>th</sup> April, 2019.** The applications received after the last date mentioned above will not be entertained.
- 2) Knowledge of Marathi is essential.
- 3) Candidates called for interview will have to be present themselves at their own expenses.
- 4) The prescribed application form may be downloaded from the University website [www.mu.ac.in](http://www.mu.ac.in).
- 5) Duly filled application in the prescribed form (Five copies) together with attested copies of certificate/s should be sent to the Registrar, University of Mumbai, Room No.25, Fort, Mumbai– 400 032 in an envelope superscribed as "Application for the post of "**Finance & Accounts Officer**", so as to reach on or before **8<sup>th</sup> April, 2019**.

- 6) Applicants belonging to reserved category should submit Demand Draft of Rs.250/- and the applicants of Open category should submit Demand Draft of Rs.500/- as the cost towards processing fee for the post, drawn in favour of "The Finance and Accounts Officer, University of Mumbai" payable at Mumbai.
- 7) As per the General Administration Department, Mantralaya, Mumbai-32 Notification No.SRV.2000/CR(17/2000)/XII, dated 28<sup>th</sup> March, 2005 in respect of 'Small Family' a person who desires to apply for any post in Group A, B, C and D in any Government Service shall submit, alongwith the application form, a declaration form in prescribed FORM attached herewith.
- 8) Qualifications, relevant experience and age shall be considered as on last date of receipt of application.
- 9) If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidate and the same may be sent with the application.
- 10) Any change in address given in Column 2 of the application form should at once be communicated to the Registrar (Establishment Section I/III), University of Mumbai Fort, Mumbai 400032.
- 11) On verification, if it is found that the information received from an applicant is faulty/false and or is based on faulty/false certificates, the applicant will be liable for legal action and the selection will be immediately cancelled.
- 12) Candidates already in the service shall submit their applications through proper channel.
- 13) Canvassing directly or indirectly will be a disqualification.
- 14) Applications with incomplete, erased/wrong information and without attestation, in respect of educational qualifications, experience, age, caste certificate and without processing fee will not be considered. No correspondence in this respect will be made.
- 15) University will not be responsible for the applications misplaced or lost or delayed by the Postal department.
- 16) The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be made applicable.

**Mumbai- 400 032**

**Date : 8<sup>th</sup> March, 2019**

**REGISTRAR**



# UNIVERSITY OF MUMBAI

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Date : 08<sup>th</sup> March, 2019

D.D. to be enclosed for Open Category Rs.500 and Reserved Category Rs.250

D.D. No. \_\_\_\_\_ dated \_\_\_\_\_

Name of the Bank and Branch : \_\_\_\_\_

Affix  
passport  
size photo

To,  
The Registrar,  
University of Mumbai,  
Fort, Mumbai - 400 032.

Sub: Application for the post of “FINANCE AND ACCOUNTS OFFICER”

Please [ √ ] wherever applicable

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname																		
	First name																		
	Middle name																		

2.

Current postal address (in BLOCK letters)																			
Email ID																			
Mobile No.																			
Tel. No.																			

3.

Date of Birth																			
	D	D		M	M		Y	Y	Y	Y									
Age				Years			Months										Days		
Birth Place																			
Nationality																			
Male/Female/Transgender																			
Married/Unmarried																			

4.

Caste category	S.C.	S.T.	D.T.(A)	N.T.			S.B.C.	O.B.C.	OPEN
				B	C	D			

5.

Educational Qualifications					
Examination	University/ Board	Month and Year of Passing	Subject	Percentage of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post- Graduate					
Doctor's Degree					
Any other qualification					
Year of qualifying C.A. / Cost. Accountant					

6.

Teaching/Technical/Professional/Administrative Experience				
Institution/ Organization	Year	Position Held	Nature of Appointment	Period of appointment with dates

7. Other Qualifications and experience, if any.

8. Details of work experience as per Maharashtra Public Universities Act, 2016, Sec.18(6).

9. (a) Present position : \_\_\_\_\_

(b) Name of Institution/ Organization where employed : \_\_\_\_\_  
\_\_\_\_\_

(c) Salary : \_\_\_\_\_

Pay Rs. \_\_\_\_\_ in the pay-scale (pay band) of

Rs. \_\_\_\_\_

D.A. Rs. \_\_\_\_\_

H.R.A. Rs. \_\_\_\_\_

C.L.A. Rs. \_\_\_\_\_

Other Rs. \_\_\_\_\_

Allowances, if any \_\_\_\_\_

Total Rs. \_\_\_\_\_

(d) Date of appointment : \_\_\_\_\_

(e) Date of next increment : \_\_\_\_\_

(f) Attach Last Pay Certificate, if any

10. Names of persons who have given testimonials.

1) \_\_\_\_\_

2) \_\_\_\_\_

11. Names and addresses of not more than three persons to whom references may be made

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

Place :

Date :

**(Signature of candidate)**  
**(Please turn over for "Instructions to candidates")**

## INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications **through proper channel**.
2. Candidates should send with their applications **attested copies of the degree or diploma certificates** and statements of marks and other certificates in support of their educational qualifications and experience; and of the Matriculation or equivalent certificates in support of their age.
3. Candidates should also attach copies of the following documents with their applications:-
  - (a) Caste certificate from the competent authority if the candidate belongs to Scheduled Caste/Scheduled Tribe/Denotified Tribe/Nomadic Tribe.
  - (b) Certificate from the employer stating the pay and allowances drawn at present.
  - (c) Testimonials.
4. If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidates and the same may be sent with the applications.
5. Every application should be sent **in five copies** together with all enclosures.
6. Applications should be sent to the Registrar, University of Mumbai, Room No.25, Fort, Mumbai-400 032, so as to reach him **before 5.30 p.m. on 8<sup>th</sup> April, 2019.**
7. Any change in address given in column 2 of the application form should at once be communicated to the Registrar, University of Mumbai, (Establishment Section), Room No.212, Fort, Mumbai- 400 032.
8. Incomplete applications will not be considered.
9. Candidates are advised to satisfy themselves before applying that they possess prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
10. Candidates called for interview will have to present themselves at their own expenses.
11. Canvassing direct or indirect, will be treated a disqualification.

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**NO OBJECTION CERTIFICATE**

Certified that Shri/Smt./Kum. \_\_\_\_\_ is working  
as \_\_\_\_\_ in the subject \_\_\_\_\_  
in the Department of \_\_\_\_\_ w.e.f. \_\_\_\_\_  
in the pay scale / pay band of Rs. \_\_\_\_\_ with Academic Grade Pay of  
Rs. \_\_\_\_\_ (Pay in Pay Band + A.G.P./G.P). This office has  
no objection if he/she is selected for the post of \_\_\_\_\_ in  
the University of Mumbai and will be relieved within the stipulated period.

It is further certified that the candidate has no pending Inquiries/ Disciplinary action.

Place :

Date :

Designation & Seal

Signature of employer



**Check list for the candidates (to be attached to the application)**

Please [  ] wherever applicable

- 1) Application duly completed : Yes/No
- 2) Self attested photograph affixed on the application : Yes/No
- 3) Application signed : Yes/No
- 4) An attested copy of each of the following certificate is attached.
  - a) Date of Birth/Age Certificate
  - b) Caste Certificate
  - b) Physically handicapped certificate, if applicable
  - c) Small family declaration certificate
  - d) Educational qualification documents
  - e) Experience certificate.
  - f) Last Pay Certificate
  - g) Any other certificate.

**Declaration**

Form-A  
(See Rule-4)

I, Shri/Smt./Kum. \_\_\_\_\_ Son / daughter/  
wife of Shri \_\_\_\_\_  
Age \_\_\_\_\_ years, resident of \_\_\_\_\_  
\_\_\_\_\_

do hereby declare as follows :-

1. That I have filled my application for the post of \_\_\_\_\_
2. I have \_\_\_\_\_ (Number) living children as on today. Out of which  
no. of children born after 28th March, 2005 is \_\_\_\_\_ .  
(Mention dates of birth, if any)
3. I am aware that if any total number of living children are more than two  
due to children born after 28th March, 2006, I am liable to be disqualified  
for the same post.

Place :

Date :

Signature