

MANIPUR UNIVERSITY
CANCHIPUR : IMPHAL

ADVERTISEMENT NO. 2 of 2008

Dated, the 4th January , 2008

No. MU/6/14/87/Admn.I: Applications on plain paper with complete mailing address and detailed bio-data are invited for appointment to the following posts:-

<u>Sl.No.</u>	<u>Name of posts</u>	<u>No. of posts</u>	
1.	Deputy Finance Officer	1	Unreserved
2.	Deputy Librarian	1	Unreserved
3.	Assistant Finance Officer	1	Unreserved

The application along with attested copies of documents and a fee of Rs.300/- (Rs.100/- in the case of SC/ST candidates) in the form of Bank Draft of SBI drawn in favour of Registrar, Manipur University, Canchipur payable at SBI, Manipur University campus, Canchipur (Code No.5320) or Cash Receipt of the University should reach the Registrar, Manipur University, Canchipur, Imphal-795003 on or before 18th February, 2008.

Details of essential qualifications, experience, scales of pay and the terms and conditions may be downloaded from the website www.manipuruniv.ac.in or can be obtained from the University cash counter on payment of Rs.20/-.

(PROF. N. LOKENDRA SINGH)
REGISTRAR

INFORMATION SHEET

(For the posts of Deputy Finance Officer, Deputy Librarian and Assistant Finance Officer)

A. **ESSENTIAL QUALIFICATIONS**

1. **Deputy Finance Officer**

Master's degree in Commerce/Economics/Business Administration/Management with 55% or equivalent grade of B in the University Grants Commission seven point scale with five years of administrative experience in officers' grade in Finance and Accounts of a university/government department/reputed business institution.

OR

A professional qualification in Finance/Accounting from ICWA or ACA/FCA with three years professional experience or with three years experience in officers grade in Finance and Accounts of a university/government department/reputed business institution.

OR

A member of any of the organized Central Accounts Service (such as Indian Audit and Accounts Service, Indian Defence Accounts Service etc.) in the grade of Rs. 8000-13500/- with two years' experience.

2. **Deputy Librarian**

(a) Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record;

Five years' experience as an Assistant University Librarian/College Librarian;

(b) Evidence of innovative library services, published work and professional commitment, computerization of library;

DESIRABLE: M.Phil./Ph.D. degree in library science/information science/documentation/archives and manuscript-keeping, computerization of library.

3. **Assistant Finance Officer**

Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.

B. RELAXATION

A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for SC/ST category.

C. SCALE S OF PAY

- 1& 2. Rs.12000-420-18300/-for the post of Dy. Finance Officer & Dy. Librarian
3. Rs. 8000-275-13500/- for the post of Asst. Finance Officer (AFO)

D. TERMS AND CONDITIONS

1. The University will not be responsible for any loss or delay in transit of the application.
2. The application received after the last date will not be entertained.
3. Incomplete application form will be rejected outright.
4. Candidates already in service should send their applications through proper channel. Advance copy may be sent directly. However, in such cases the candidate called for interview shall have to produce "NO OBJECTION CERTIFICATE" duly forwarded by the Competent Authority.
1. Mere fulfilling essential qualification does not entail a candidate to be called for interview. The University reserves the right to institute its own screening procedure for short-listing the candidates. Only short listed candidates will be called for interview. For the post of A.F.O. a screening written test on General English, Computer comprehension and General Aptitude may be conducted. The date and place of the test shall be communicated to the eligible candidates.
6. The University reserves the right to fill up or not to fill up the post(s) advertised.
7. Candidates belonging to SC/ST should intimate their category by enclosing copies of the necessary documents.
8. Candidates applying for more than one post should submit separate applications along with prescribed application fee.
9. Fees once paid is not refundable
10. No TA/DA will be paid for attending the interview/written test.