



डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे

Dr. Babasaheb Ambedkar Technological University, Lonere

विद्याविहार, लोणेरे-रायगड ४०२ १०३ (महाराष्ट्र) Vidyavihar, Lonere - Raigad 402 103 (Maharashtra)

Tel: (02140) 275142 ☎ Student Helpline: 02140 - 275212

Website: www.dbatu.ac.in, E-mail: registrar@dbatu.ac.in



Rf.No.: DBATU/Estt/Advt/FO/2024/

Date: 31/08/2024

Advertisement for the post of Finance Officer

Online Applications are invited from the eligible candidates in the prescribed format for the post of **Finance Officer** of **Dr. Babasaheb Ambedkar Technological University, Lonere**. The post of Finance Officer is an Isolated and Statutory Post.

Application Fee: Rs. 1000/- (for Open Category Candidates)

Rs. 500/- (for Reserved Category Candidates)

- i) Last date for online submission of the application is September 24, 2024 till 5.30 pm
- ii) Last date for the receipt of application (Hard Copy) in the University office is September 27, 2024 till 5.30 pm.

Note: *After successfully submitting the application online, the self-attested copies of all the required documents along with the print-out of the application form should be sent to:*

**The Registrar,
Dr. Babasaheb Ambedkar Technological University, Lonere,
Tal: Mangaon, Dist: Raigad-402 103**

Qualifications and Experience for the Post of Finance Officer

Qualification:

1. Candidate's Age should not be more than 33 years unless in the service of this University or State Government.
2. The Candidate should possess any of the following qualifications:
 - a. Bachelor's Degree in Commerce with minimum 55% Marks from any UGC recognized University
 - OR**
 - b. Has passed the final examination of Chartered Accountant conducted by the Institute of Chartered Accountants of India
 - OR**
 - c. Has passed the final examination in Cost Accountancy conducted by the Institute of Cost and Works Accounts
 - OR**
 - d. Master's Degree in Commerce from any UGC recognized University
 - OR**
 - e. Master's Degree in Business Administration (MBA) with specialization in Finance from any institute recognized by the All-India Council for Technical Education (AICTE)
3. Preference will be given to the candidate who is a Chartered Accountant or a Cost Accountant or MBA in Finance.

Experience:

Professional experience of minimum five years in the reputed Institutes/Universities/Organizations

Nature of Appointment:

The appointment to the post of Finance Officer shall be for a term of 5 Years or till the age of Superannuation, whichever is earlier, and he/she shall be eligible for the reappointment for a period of **five years** or till the age of Superannuation, whichever is earlier **on the recommendation of the Selection Committee.**

Pay Scale:

As per the 7th Pay Commission: Pay Level S-23 (67,700 – 2,08,700)

Plus allowances as per Government of Maharashtra Rules as applicable from time to time.

General Instructions, Terms & Conditions

- 1) a) Candidates must read all the instructions before filling the online application form in the prescribed "**Format**" available on the University website www.dbatu.ac.in.
b) Candidates must ensure that no column is wrongly filled in the application form as the information furnished therein will be used for deciding the eligibility and suitability of the candidates for being called for the interview. Applications, not filled correctly or incomplete or not as per the instructions, will be liable to be rejected and the responsibility of such rejection will be on the candidate himself/herself.
- 2) **Applicant is required to submit the application online and two hard copies along with all the relevant documents should be sent to the office of the Registrar, DBATU Lonere.**
- 3) **Application form should be accompanied with self-attested copies of the following documents:**
 - i) Certificate of SSC/HSC or leaving certificate as a proof of date of birth
 - ii) Degree Certificates, Mark Sheets and other certificates of the educational qualification
 - iii) Candidate who has obtained a degree as per the credit system need to provide certificate of equivalence in percentage of marks obtained, issued by the competent authority.
 - iv) Experience Certificates issued by competent authorities
 - v) In case of change in the name of the candidate, a copy of Government Gazette.
 - vi) The requisite application fee (Rs. 1000/- for Open Category candidates and of Rs. 500/- for Reserved Category candidates) to be paid online through online payment gateway failing which it will be treated as rejected. Online receipt of the payment must be tagged at the top of the application.
- 4) The candidates who are already in service should apply through proper channel and submit **NoC** from the present employer at the time of Interview, otherwise protection of pay and previous services cannot be considered. They should furnish all the relevant information regarding their present service, legal proceeding of complaint, court cases, criminal cases, disciplinary actions, if any, pending in respect of his/her existing appointment/services. The candidates furnishing incorrect or false information shall stand disqualified. Any changes in this information as and when occurred after the submission of application from till the completion of recruitment process should be brought to the notice of the University, failing which the University reserves the right to cancel the candidature and to debar him/her from the selection process.
- 5) Applications received after the last date, incomplete application or without relevant supporting enclosures (self-attested copies of Degree certificates/mark sheets/experience certificate etc.) and not submitted through proper channel will not be considered. No intimation in this regard will be given to the candidates.
- 6) Applicants are required to enclose attested readable copies of their educational qualifications, experience, etc. to each set of the print-out of the application.
- 7) Appointment on contract/ daily wages/ temporary/ ad-hoc basis will not be counted as a valid experience.
- 8) Paste (**do not staple/pin**) a passport size recent colored photograph in the space provided on the right top portion of the application, duly attested by the applicant, **in two sets of the application form.**
- 9) **Do not attach any original documents** with the application.

- 10) Qualifications, relevant experience and age shall be considered as on the last date of submission of application.
- 11) The University reserves its right to fill up or not to fill up the post or to modify/alter/cancel the advertisement.
- 12) On any matters related to the current advertisement and in the subsequent process of selection, any decision and/or interpretation of the Vice-Chancellor, Dr. Babasaheb Ambedkar Technological University, Lonere shall be final.
- 13) Candidates shall have to produce original documents at the time of appearing for the interview.
- 14) The Government Resolutions/Circulars issued by the Government of Maharashtra and the Provisions of Dr. Babasaheb Ambedkar Technological University Act, 2014 will be applicable.
- 15) Canvassing directly or indirectly will be treated as disqualification.
- 16) No queries or correspondence regarding issue of call letters for interview/selection of candidates will be entertained at any stage.
- 17) Mere possession of minimum qualification does not confer any right to be called for the interview and/or selection.
- 18) The University will not be responsible for postal delay, if any.
- 19) As per the provision contained in State Govt. Notification No. SRV.2000/-CR(17/2000) XII, dated 28th March, 2005 issued by General Administrative Department, Mantralaya, Mumbai, the candidates must submit the prescribed declaration of the small family (*Annexure – A*) as one of the essential qualifications for the recruitment of this post.
- 20) The candidates appointed in the University services after 1st November, 2005 would be covered under New “Defined contribution Pension Scheme” and the existing pension scheme (i.e Maharashtra Civil Services (Pension) Rules, 1982 and Maharashtra Civil Services (Commutation Pension) Rules 1984) and General Provident Fund Scheme will not be applicable as per Government Resolution who is already working in pensionable establishment, subject to the conditions mentioned in the G.R. No. CPS-1006/87/SER-4, dated 12th January, 2007 and 24th February, 2009.
- 21) Applicant must attach the Receipt of online payment without fail.
- 22) The fees once paid will not be refunded, in any case.
- 23) Based on the information provided in the application, the candidate will be qualified or disqualified for the interview. If selected, the appointment will be made after the verification of the original certificates of qualification, experience etc.
- 24) The University shall verify the antecedents or documents submitted by the candidates, at any time, at the time of appointment or during the tenure of service. In case of fake documents, clandestine antecedents or suppression of information, services in the University shall be terminated.
- 25) Applicants who are not eligible will not be informed independently/individually. Also, the applicants are not allowed to make enquiry in this regard.
- 26) Personal Interview will be conducted at DBATU Lonere.
- 27) Applicants should attend Interview at his/her own expenses.
- 28) Any type of corrigendum/ addendum/ amendments/notice/ updating etc. related to this advertisement shall be uploaded on the University website www.dbatu.ac.in only. Hence, the candidates are directed to visit the university website regularly. The University will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and

regularly check their e-mail, SMS and University website for the updates.

- 29) The prescribed application form for the above post is attached in this document.
30) Approval for filling up the said post is as per Higher and Technical Education Department's Letter No. संकीर्ण ११११/(५७/१६)/एलबी-१/तांशि-२, दि. २३/०७/२०२४.

I/C Registrar

Copy forwarded to: kind information and perusal

1. The Secretary to the Chancellor, Raj Bhavan, Malbar Hill. Mumbai-35
2. The Secretary, University Grants Commission, Bahadur Shah Zafar Marg. New Delhi
3. The Secretary, Higher & Technical Education Department, Government of Maharashtra, Mantralaya, Mumbai
4. The Director, Technical Education, Mumbai

Copy to: for circulation and wide publicity

1. Registrar of all Universities in India
2. Director/Head of all Teaching Departments, Dr. Babasaheb Ambedkar Technological University, Lonere
3. Principals of all the affiliated colleges, Dr. Babasaheb Ambedkar Technological University, Lonere

(With a request to give a wide publicity to the above advertisement.)

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Dr. Babasaheb Ambedkar Technological University, Lonere
Application Form for the post of Finance Officer under
Advt. No. DBATU/Estt/Advt/FO/2024



Name of Applicant:		Space for Photograph
Name in Devnagri:		
Address & Contact Details:		
Gender:		
Mother tongue:		
Date of Birth :		
Knowledge of Marathi:		
Specially Abled :		
Caste Category Details:		
Category:		
Caste:		
Payment Details:		
Amount:	Receipt No. and date:	

❖ Educational Qualifications:

Name of the Examination	Board/University	Passing Month and year	Stream / Subject	Obtained Marks	% or Grade Point

❖ Work Experience:

Name of the Employer	Type of Service	Designation	Nature of Post	Period	Total Experience in Years	Pay scale	Approval Date

Other Important Information

Mention your most significant contributions in your previous and existing employers:	
Membership / Fellowship of the Professional Bodies / Societies :	
Honors & Rewards :	
Competence in Computer Applications / Proven experience of use of technology in financial management:	
What makes you suitable for the post you have applied for?	
Have you been debarred or punished for adopting unfair means in any Examination by the Institution / Board or University.	No If yes, give details :
Have you at any time convicted by court for any criminal offence?	No If yes, give details :
Were you ever discharged or dismissed from any previous employment?	Yes If yes, give details :
Three References Familiar with your Experience	
Name and Details of First Reference (with mobile No. & E-mail ID) :	
Name and Details of Second Reference (with mobile No. & E-mail ID):	
Name and Details of Third Reference (with mobile No. & E-mail ID) :	

Annexure – A

लहान कुटुंबाचे प्रतिज्ञापत्र

मी श्री./श्रीमती/कुमारी -----श्री-----यांचा / यांची मुलगा / पत्नी, याद्वारे पुढील प्रमाणे असे जाहीर करतो / करते की,

- १) मी -----या पदासाठी माझा अर्ज दाखल केलेला आहे.
- २) आज रोजी मला -----(संख्या) इतकी हयात मुले आहेत. यापैकी दिनांक २८ मार्च २००५ नंतर जन्माला आलेल्या मुलांची संख्या-----आहे. (असल्यास जन्मदिनांक नमूद करावा)
- ३) हयात असलेल्या मुलांची संख्या दोनपेक्षा अधिक असेल तर दिनांक २८ मार्च २००६ नंतर जन्माला आलेल्या मुलामुळे या पदासाठी मी अपात्र होईल याची मला जाणीव आहे.

ठिकाण	दिनांक	स्वाक्षरी
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हमीपत्र

मी, श्री./श्रीमती/कुमारी-----असे नमूद करतो/करते की, डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे जाहिरात क्र.----अन्वये पद क्र.-----या पदासाठी अर्ज करित आहे. उपरोक्त अर्जात नमूद केलेली सर्व माहिती आणि पुराव्याबाबत जोडलेली सर्व प्रमाणपत्रे ही माझ्या माहितीप्रमाणे सत्य आणि वास्तव आहेत. अशी मी हमी देत आहे. यात कोणतीही असत्यता नाही, तसे आढळल्यास किंवा सिध्द झाल्यास भरती प्रक्रियेच्या कोणत्याही स्तरांवर सदर पदासाठी अपात्र ठरविण्यात येईल, याची मला पूर्ण जाणीव आहे.

तसेच पुढे मी असेही नमूद करतो/करते की, उपरोक्त जाहिरातीतील सर्व नियम व अटी मी वाचलेले असून त्या माझ्यावर बंधनकारक राहतील. विद्यापीठ अर्ज पडताळणी समितीने दिलेला निर्णय माझ्यावर बंधनकारक राहिल, याची देखील मला पूर्ण जाणीव आहे. मी माझ्या निवडीसाठी प्रत्यक्ष/अप्रत्यक्ष अनुचित मार्गाचा अवलंब करणार नाही.

ठिकाण:

स्वाक्षरी:

दिनांक:

नाव: