



MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK
VANI ROAD, MHASRUL, NASHIK- 422 004

ADVERTISEMENT No. 07/2024

Applications in the prescribed format are invited from the eligible candidates, on or before **16/07/2024**, for filling up the following post for the period mentioned against the post.

Sr. No	Name of Post	No. of Posts	Revised Pay Structure	Tenure of appointment
1	Finance and Accounts Officer	1 (Isolated)	S-29 : 131100-216600	* 05 years

* Shall be eligible for re-appointment as per rules.

The details of eligibility, age and other conditions along with application format are available at University website: **www.muhs.ac.in**

Date : 25/06/2024

**Sd/-
Registrar**



MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK
VANI ROAD, MHASRUL, NASHIK- 422 004.

ADVERTISEMENT NO. 07/2024

Applications in the prescribed format are invited from the eligible candidates, on or before **26/07/2024**, for filling up the following posts for the period mentioned against the post.

Sr. No.	Name of Post	No. of Posts	Revised Pay Structure	Tenure of appointment
1	Finance and Accounts Officer	1(isolate)	S-29 : 131100-216600	* 05 years

* Shall be eligible for re-appointment as per rules.

NOTE : In case the Govt. appoints a suitable officer on deputation for the post of Finance and Accounts Officer, this post would not be filled during this recruitment process.

Qualification:

Master's Degree of any statutory University with at least 55% marks OR its equivalent grade of B in the U.G.C. 7 point scale;

OR

A Chartered Accountant or I.C.W.A.;

OR

M.B.A. in Finance Management from an institute recognized by A.I.C.T.E. and any Statutory University.

Experience:

9 years' experience as a Deputy Director or equivalent;

OR

9 years' professional experience as Chartered Accountant/I.C.W.A.;

OR

9 years' professional experience of M.B.A. in Finance Management and in Accounts field from reputed organization.

Age Limit:

- Candidate shall not be less than 45 years of age. However, the age limit shall not be applicable to those candidates who are already in the service of Government, Universities, Affiliated Colleges or recognized institutions.
- The age of superannuation for the person appointed on this post shall be as per the age of superannuation applicable to his substantive appointment, as prescribed by the Government from time to time

Note :

It is desirable that, candidate who has been selected on the said post, should get complete tenure prescribed for this post. Hence, preference shall be given to those candidates, whose remaining tenure of service, till age of retirement, shall be minimum five year.

GENERAL CONDITIONS AND IMPORTANT INSTRUCTIONS

Advertisement No. 07/2024

- 1) Application should be submitted in the prescribed format along with Demand Draft (Non-Refundable) of Rs. 500/- for Open category candidates and Rs. 300/- for Reserve category candidates. Demand Draft must be drawn only from Nationalized Banks, in favour of the Registrar, Maharashtra University of Health Sciences, Nashik.
- 2) The benefit of reservation shall be admissible to backward category candidates who are Domicile of State of Maharashtra only.
- 3) Relaxation to Age limit is as per Govt. rules.
- 4) It is mandatory for the candidates to submit their application along with duly self-attested copies of certificates as mentioned below:
 - a) Date of Birth / Proof of Age (S.S.C. passing Certificate)
 - b) Caste Certificate
 - c) Caste Validity Certificate
 - d) Domicile Certificate of Maharashtra
 - e) Non-Creamy Layer Certificate, if applicable
 - f) No Objection Certificate from the Competent Authority of the Institution / College
 - g) No Departmental Enquiry pending / proposed Certificate
 - h) Declaration of Small Family
 - i) Educational qualification documents
 - j) Computer literacy Certificate (MS-CIT), any other Certificate as per Govt. Rules.
 - k) Experience Certificate
 - l) Proof for change in name, if applicable
 - m) Self-Declaration for self-attestation
- 5) Complete application duly signed by the candidate should be sent to **The Registrar, Maharashtra University of Health Sciences, Vani Road, Mhasrul, Nashik – 422004** so as to reach **on or before 26/07/2024**. Applications received by the University after last date of submission will be rejected. University will not be held responsible for any postal delay. No correspondence will be entertained by the University in this regard.
- 6) Envelope should be superscripted as "Application for **Finance and Accounts Officer** post, **Advertisement No.07/2024**."
- 7) A recent passport size photograph duly self-attested should be affixed on the application.

- 8) Incomplete applications/ applications which are not in conformity with the requirements indicated or which are not in the prescribed format, overwriting / erased applications or application without processing fees will not be considered.
- 9) The applications received through E-MAIL will not be considered.
- 10) It is mandatory for the candidates, who are already in the service, to send their application **Through Proper Channel** alongwith '**No Objection Certificate**' of employer/ Govt. as the case may be. They shall, however, send advance copy of the application along with enclosures and fees before cutoff date.
- 11) Age and Experience of applicant will be determined upto extent of the last date of receipt of application notified by the University.
- 12) Candidate shall have to submit Certificate of knowledge of Computer Operation, obtained from the institute recognized by the Government within the period of 2 years from the date of joining the service.
- 13) Proficiency in Marathi and Hindi shall be essential. If the candidate is not having language proficiency, he shall have to pass the necessary language examinations as per Government Rules.
- 14) It is mandatory to provide the small family declaration certificate in the prescribed form "Form -A" appended to the application form;
- 15) On verification, if it is found that the information received from an applicant is found incorrect / faulty / misleading and / or is based on faulty / forged certificates shall be liable for legal action and the selection shall be immediately cancelled at any stage.
- 16) Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate for short-listing / interview.
- 17) The University may adopt appropriate method for short- listing of candidates depending upon number of applications received.
- 18) Preference will be given to the candidate with finance background and good knowledge of the State Government policies.
- 19) Weightage will be given to the persons who have experience of working in the Health Sciences Universities.
- 20) Applicants shall attend any test/interview at their own cost.
- 21) The Selection Committee, after interviewing and adjudging the merit of each candidate, may not recommend any name for appointment or for waiting list, without assigning any reason, if it thinks that no candidate is suitable for appointment or to put in waiting list.

- 22) The appointment shall be conditional subject to production of medical fitness certificate and antecedent report and the caste validity certificate, if applicable.
- 23) The services of the selected candidates shall be governed by the provisions of Act, the Statutes, Ordinances and Regulations promulgated by the University, there under, and terms and conditions as laid down by the University and Government from time to time.
- 24) It will be solely at the discretion of the University to fill up vacant post(s).
- 25) Any sort of canvassing directly or indirectly will be treated as disqualification and the application of such candidate shall be rejected at any stage.
- 26) If any issue arises in this respect, it shall be fully and finally dealt and decided by the Hon'ble Vice-Chancellor.
- 27) The University reserves the right to cancel, amend or modify any clause of this advertisement.

Place : Nashik

Date : 25/06/2024

**Sd/-
Registrar**



**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES,
NASHIK**

APPLICATION FORM

Application Fee

Open Category : Rs.500/-

Reserve Category:Rs.300/-

Name of the Bank.....

D.D. No.

Dated:

Paste recent Passport
Size photo duly self
attested

Advertisement No. **07/ 2024**

Post applied for : **Finance and Accounts Officer**

1) **Name :** _____

(In Capital letters)

Surname

First Name

Father's / Husband's Name

Name in Devnagari : _____

आडनाव

नाव

वडिलांचे / पतीचे नाव

2) **Address for Correspondence :** _____

Pin Code _____

Permanent Address : _____

Pin Code _____

3) **Contact Tel. Nos. :** STD code _____ (Res.) _____ (Off.) _____

E-mail ID _____ Mobile No. _____

4) **Sex :** Male / Female

5) **Date of Birth :** _____ (in words) _____

6) **Age as on (16/07/2024):** _____

(Please furnish self-attested copy of S.S.C. Certificate.)

7) **Nationality :** **Religion :**

8) **Whether Domicile of Maharashtra State :** Yes / No

(if yes, attach self-attested documentary proof)

9) **Whether belong to SC/ST/VJNT/OBC/SBC Category :** _____ 9) **Caste :** _____

(Please attach documentary proof, If applicable))

10) **Non-Creamy Layer Certificate :** Yes / No

(If applicable)

11) **Marital Status:** Married / Unmarried

12) **Small Family Declaration (Annexure - A) : Yes / No**
(If married attached Annexure- A)

13) **No Objection Certificate (NOC) issued by the Competent Authority :Yes / No**
(Please attach certificate issued by the Competent Appointing authority)

14) **Any Departmental Enquiry pending/ proposed: Yes / No**
(Please attach certificate issued by the Competent Appointing authority)

15) **If selected, whether College / Institution will grant lien for joining :Yes / No**

16) **Self- Declaration for Self Attestation (Annexure - B) : Yes / No**

17) **Educational Qualifications:**
(Mandatory to attach all necessary copies of self-attested documents)

Sr. No.	Examination Passed	Name of Board / University	Year of Passing	Subjects Taken	Percentage of Marks obtained	Grade
1						
2						
3						
4						

18) **Computer Literacy (MS-CIT, etc.) : Yes / No**

19) **Experience :** (Mandatory to attach all necessary copies of self-attested documents)
(Attach self-attested copies of University approval letters)

Sr. No.	Name of the Institution	Post held	Period			Pay Band & Grade pay	Reason for leaving services (if any)
			From	To	Total Period		
1							
2							
3							
4							
5							

20) **Any other information, which you would like to provide :** _____
(Please attach separate sheet if necessary)

: Declaration :

It is hereby declared that above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation. Further I have read and understood all the general conditions and instructions mentioned in the advertisement and I agree with those conditions and instructions.

Place :

Date : _____ (Name & Signature of the Candidate)

NOTE: Incomplete Application will be rejected and no correspondence will be entertained on this behalf.

Annexure – A

Declaration of Small Family

FORM "A"
(See Rule - 04)

I, Shri/ Smt./ Kum.
son/daughter/wife of Shri.
aged..... 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 number of children born after 28th March, 2005 is(Mention dates of birth, if any).
3. I am aware that, if any total numbers of living children are more than two due to the children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place :

Date :

Signature of Applicant

Annexure – B

(शासन निर्णय क्र. प्रसुधा १६१४/३४५/प्र.क्र.७१/१८-अ दि.०९/०३/२०१५)

Self-Declaration for Self Attestation

I Son / Daughter
of..... aged
occupation..... resident of.....
with UID No. hereby declare that the copies attested by
me are true copies of original documents. I am well aware of the fact that if the copies
are found to be false, I shall be liable for prosecution and punishment under Indian
Penal Code and / or any other law applicable thereto.

Place :..... Applicant's Signature.....

Date :..... Applicant's Name :.....

Checklist of Documents

Sr. No.	Name of documents	Attached Yes / No
1	Demand Draft	
2	Recent Passport Size photo duly self attested	
3	Date of Birth / Proof of Age (S.S.C. passing Certificate)	
4	Domicile Certificate of Maharashtra	
5	Caste Certificate	
6	Caste Validity Certificate	
7	Non-Creamy Layer Certificate	
8	Declaration of Small Family (Annexure- A)	
9	No Objection Certificate issued by the Competent Authority	
10	No Departmental Enquiry pending / proposed Certificate issued by the Competent Authority	
11	Self-Declaration for self-attestation (Annexure- B)	
	Educational qualification documents	
12	Computer literacy Certificate (MS-CIT), any other Certificate as per Govt. Rules.	
13	Experience Certificate	
14	Proof for change in name, if applicable	