



Dr. Rajendra Prasad Central Agricultural University,

Pusa, Samastipur, Bihar -848125

Email: recruitment@rpcau.ac.in

Advertisement No.: 02/2021

Date: 11th May 2021

ADVERTISEMENT NOTICE FOR THE POST OF FIRST COMPTROLLER

IMPORTANT DATES TO REMEMBER	
Opening Date for submission of Application form	11 th May 2021 (Tuesday)
Last Date for Submission of Duly filled Application form alongwith requisite documents via email in PDF format only	5 th June 2021 (Saturday) Upto 11:59:59 PM

Dr. Rajendra Prasad Central Agricultural University invites **applications for the post of FIRST COMPTROLLER** from eligible candidates to be filled on direct basis as per the details given below:

1.	Name of Post	COMPTROLLER
2.	Number of Post	UR - 01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 14 as per 7 th CPC
5.	Age limit	The candidates must not have attained the age of 58 years as on the closing date of the application.
6.	Educational and other qualifications required for direct recruits	<p>Essential Qualification:</p> <p>i) A Post Graduate degree in commerce/financial management with at least 55% of the marks or an equivalent grade in point scales.</p> <p>ii) At least 15 years of comparable experience in research establishment/UGC/other institutions of higher education /organized accounts in central government with similar status.</p> <p style="text-align: center;">OR</p> <p>At least 15 years of financial management experience of which 8 years as Deputy finance officer or an equivalent post.</p> <p>iii) 5% relaxation in percentage of marks at Master's level from 55% to 50% will be extended to SC/ST/PwD categories and to the existing incumbents who are already in the university system.</p> <p>Desirable:</p> <p>Persons/officials possessing Master's degree in Business Administration (Finance)/Commerce or possessing CA/ICWA or passing of SAS or its equivalent service examination of central/state govt. / officials</p>

		working/worked in organized finance & Accounts services under Govt. of India recruited through UPSC will be given preference.
7.	Period of Tenure	03 (three) years or attaining the age of 60 (sixty) years whichever is earlier

APPLICATION FEE	
UR/EWS/OBC Category	₹ 1000/-
SC/ST/Women Category	₹ 500/-

Candidates shall have to pay the fee through Net banking/ Phone banking/Mobile banking mode i.e. RTGS, NEFT, IMPS, etc. at the below mentioned Bank details:

Name of Bank : Punjab National Bank
Account No. : 4512000100012923
IFSC Code : PUNB0451200

(NOTE: Copy of the online payment receipt should be attached with the application form)

NOTE:

- i. Bank charges in addition to specified application fee shall be borne by the candidate.
- ii. Fee once paid will not be refunded under any circumstances.
- iii. Application Fee submitted by any other mode like money order, demand draft, cheque, IPO etc. will be rejected.

HOW TO APPLY:

1. Interested and eligible candidates have to submit dully filled application form (available on university website) alongwith requisite documents (if due to COVID-19 pandemic, anyone is unable to access their documents, they can send the same as soon as possible the documents are accessible or bring them at the time of interview. However for date of birth, copy of any relevant document viz driving license, Aadhar card, Passport should be enclosed with application form, failing which application will be rejected) and fee payment receipt in **single PDF format only** via email at the below mentioned Email ID, clearly mentioning in the subject column **“Application Form for the post of Comptroller (Ref: Advt. No.02/2021)” on or before 5th June 2021 up to 11:59:59 PM positively:**

Email ID on which applications to be sent : dy.registrar@rpcau.ac.in

IMPORTANT NOTE: CANDIDATES ARE INFORMED THAT THERE IS NO NEED TO SEND THE HARD COPY OF THE APPLICATION FORM VIA POST OR COURIER, except in case of “through Proper Channel Copy”.

2. Application not received through prescribed process shall be rejected and no correspondence in this regard will be entertained.
3. Persons already in employment should apply “**Through Proper Channel**” however, to avoid delay they may send the advance copy only via email in single PDF file as mentioned above and Hard copy of application through proper channel should be submitted to their competent authority before last date of application.
4. Through Proper channel copy should be reach the university within 30 days from the closing date for receipt of applications at the below mentioned address:

The Deputy Registrar (Rectt.)

Recruitment Section

Dr. Rajendra Prasad Central Agricultural University

Pusa, Samastipur – 848125, Bihar (INDIA)

5. The candidate whose application through proper channel does not reach university before the date of interview must submit NOC from their employer at time of interview, failing which their candidature will not be considered.
6. Qualifications/eligibility conditions, age and other documents will be determined as on the **last date of receipt of application i.e., 5th June 2021.**

OTHER CONDITIONS:

1. Reservation Policy will be followed as per Government of India Rules, wherever applicable. The SC/ST/OBC/EWS/PwD candidates are required to attach necessary certificate(s) on prescribed format.
2. The selected candidates will not take up any other assignment during the service in Dr. Rajendra Prasad Central Agricultural University, Pusa.
3. The candidate selected will give an agreement/undertaking on joining that while discharging duties and responsibilities, he/she shall not disclose any confidential office matter.

GENERAL INSTRUCTIONS

1. The University reserves the right to:
 - a. Withdraw any advertised post(s) under any category at any time without assigning any reason thereof. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates. The number of positions is thus open to change.
 - b. Offer the post at a level lower than that advertised, depending upon the qualifications, experience, and performance of the candidate.
 - c. Draw reserve panel(s) against the possible vacancies in future.

- d. Increase or decrease post(s) under any category or not to fill-up any of the advertised positions.
 - e. To fix criteria for screening the applications so as to reduce the number of candidates to be called for interview.
 - f. To conduct qualifying/written tests to further shortlist the candidates for such posts where no test is prescribed in the recruitment rules and a large number of applications are received; and
 - g. Relax the age/qualifications/experience at its discretion.
2. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/experience laid down for the post.
 3. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves, before applying, that they possess at least the essential qualifications laid down for various posts. **No enquiry asking for advice as to eligibility will be entertained.**

NOTE:

The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Interview.

4. Filling all mandatory fields are required to make your application complete.
5. Incomplete applications will not be considered and will be REJECTED.
6. Qualifications/eligibility conditions, age and other documents will be determined with regard to last date fixed to apply applications also called as closing date given in the advertisement.
7. Any change in the application form will not be entertained after submission.
8. No interim correspondence shall be entertained.
9. **The list of short-listed candidates for Interview and details of Interview will be published on the University Website i.e., www.rpcau.ac.in and will be sent on the email ID (as provided in application form) of the eligible candidates only. Applicants are advised to check the University Website and their email regularly.**
10. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.

12. After joining the service of the University, the candidate will have to abide by the Rules, Regulations and Ordinances of the University applicable from time to time. He/she may be assigned any duty within the University or outside depending upon the exigency of the work.
13. Information uploaded on the university website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the university website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep them for future reference. In midway of recruitment process neither any application under RTI Act, 2005 shall be entertained nor information shall be provided. Factual information under RTI Act shall be provided only after declaration of final result. Reply of inferential (speculative) question shall not be provided.
14. **Canvassing in any form may lead to cancellation of candidature.**
15. In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court at Samastipur and High Court at Patna.
16. Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the University Website (www.rpcau.ac.in) and will not be published in the newspapers. Therefore, candidates are advised to check the University Website regularly.
17. Fake Institutions: Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
18. Any ambiguity or lack of clarity with regard to any clause or rules, the decision of the University shall be final.
19. The following categories of persons shall not be eligible to apply for any position in the University:
 - i. Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
 - ii. Who has entered into or contracted a marriage with a person having a spouse living;
 - iii. Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
 - iv. Who is not a citizen of India; and
 - v. Any other category of person disqualified for appointment by the Government of India/DARE/ICAR from time to time.

20. LIKELY CAUSES OF REJECTION OF APPLICATION:

The following are likely causes of rejection:

- a. More than one application form for a particular post.
- b. Application is incomplete.
- c. Full fee, if not deposited in the manner prescribed.
- d. Applicant does not possess the requisite academic qualification, experience on closing date of filling the application form.
- e. Candidate is underage/overage on the closing date of application.
- f. Variation in data of Application Form and in original documents when brought for Verification/Scrutiny-cum-Interview; and
- g. Lack of essential qualification as prescribed in advertisement.

ANY ATTEMPTS TO INFLUENCE THE AUTHORITIES BY WAY OF RECOMMENDATIONS WILL AB-INITIO DISQUALIFY THE CANDIDATE.

**Dy. Registrar (Rectt.)
RPCAU, Pusa**