



**PUNYASHLOK AHILYADEVI HOLKAR
SOLAPUR UNIVERSITY, SOLAPUR**

[Under Maharashtra Public Universities Act, 2016]
Phone No.0217-2744770 Email-registrar@sus.ac.in



Applications are invited from the eligible candidates in the prescribed format for the following posts on the establishment of the Punyashlok Ahilyadevi Holkar Solapur University, Solapur.

Advt. No. : PAHSUS/Estt/2024/182

| Sr. No. | Name of the Post | No. of Post | Category |
|---------|------------------------------|-------------|------------|
| 01 | Finance and Accounts Officer | 01 | Unreserved |

Duly completed, application in prescribed form, along with all enclosures, shall be sent to the Registrar, Punyashlok Ahilyadevi Holkar Solapur University, Solapur – 413 255 so as to reach on or before 10/04/2024 (Up to 05.30 p.m.).

Further details can be downloaded from the University website sus.ac.in and <http://su.digitaluniversity.ac> link of Employment Opportunities. The same is hosted on Govt. of Maharashtra website www.maharashtra.gov.in

Sd/-
(Yogini Ghare)
Registrar

Date : 06/03/2024



Punyashlok Ahilyadevi Holkar Solapur University, Solapur



ADVT. NO. PAHSUS/ESTT/2024/182

Applications are invited in the prescribed form available online on Punyashlok Ahilyadevi Holkar Solapur University website su.digitaluniversity.ac & sus.ac.in under the tab "Recruitments and employment opportunity". For the following posts to be filled in Punyashlok Ahilyadevi Holkar Solapur University, Solapur as per the provisions under Section 18 of Maharashtra Public University Act, 2016.

- Last date for submission of application form is 10/04/2024 up to 05.30 p.m. in the University office.

| | |
|------------------------------|---|
| Name and Number of The Posts | Finance and Accounts Officer |
| Category | Unreserved |
| Pay Scales | <ul style="list-style-type: none">▪ S-29 (131100-216600) (as per Higher and Technical Education department Gazette No. वेतन-२०१९/प्र.क्र.२७८/१९/विशि-१, Dated 08/12/2020) (Subject to approval of Govt. of Maharashtra)▪ Other usual allowances and benefits as admissible under Maharashtra Public Universities Act, 2016 and Government of Maharashtra rules in force from time to time. |
| Tenure of Appointment | <p>As per provisions of Section 18 of Maharashtra Public Universities Act, 2016 Finance and Accounts Officer shall be a statutory full time salaried officer.</p> <p>As per provisions of Section 18(5) of Maharashtra Public Universities Act, 2016 The appointment of the Finance and Accounts Officer shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.</p> |
| Retirement Age | A person appointed as the Finance & Accounts Officer from teaching cadre shall retire at the age of 60 years and a person from non-teaching cadre shall retire at the age of 58 years. |
| Qualification and Experience | The 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. |

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. The prescribed application form may be downloaded from the University website sus.ac.in and <http://su.digitaluniversity.ac> link of Employment Opportunities. The same is hosted on Government of Maharashtra website www.maharashtra.gov.in
2. Application in the prescribed form (Ten copies) together with attested copies of certificate/s should be sent in an envelope superscripted **“Application for the post of Finance and Accounts Officer”**, to the Registrar, Punyashlok Ahilyadevi Holkar Solapur University, Kegaon, Solapur–413 255 **so as to reach the same on or before 5:30 p.m. on 10/04/2024.**
3. Application form should be accompanied with attested copies of the following documents:
 - i) Certificate/s of Chartered Accountant or a Cost Accountant, with Professional experience.
 - ii) Birth Certificate / SSC certificate or other Government document as proof of date of birth.
 - iii) In case of change in name of the candidate, a copy of Government Gazette.
 - iv) Demand Draft (of Rs.500 /-for open candidates and of Rs.250/-for reserved category candidate) of nationalized bank drawn in favour of the “F. & A. O., Punyashlok Ahilyadevi Holkar Solapur University, Solapur” payable at Solapur.
4. As per the Notification No.SRV.2000/CR (17/2000) XII dated 28th March, 2005 issued by General Administration Department, Mantralaya, Mumbai, candidates shall submit the declaration of the small family in the prescribed proforma attached with Application form as Declaration Form “A”.
5. Qualifications, relevant experience and age shall be considered as on last date of submission of application.
6. Candidates furnishing incorrect or false information shall stand disqualified at any stage.
7. Candidates are requested not to attach any original document with the application.
8. Appointment of Contract, Daily wages, Temporary, Ad-hoc basis will not be counted as experience.
9. Applicants shall not be entitled for any TA/DA towards attending the interview.
10. Application received after the prescribed last date will be rejected and no communication in this regard will be made with the candidate.
11. University will not be responsible for the applications misplaced or lost or delayed by the Postal department.
12. No correspondence will be made with applicants who are not short-listed / not called for interview.
13. The University reserves the right to fill or not to fill the post or to modify/ alter/ cancel the advertisement.
14. A Candidate already employed, shall submit his/her application through proper channel. However, an advanced copy of application may be sent followed by the original application through proper channel.
15. All updates, corrigendum (if any), instructions regarding this recruitment advertisement from time to time shall be updated on Punyashlok Ahilyadevi Holkar Solapur University website only. Hence, applicants are advised to visit University website regularly for further updates/details.

16. Applications received after the last date of receipt of application, incomplete applications or without relevant supporting enclosures (attested copies of degree certificates / mark sheets / experience certificate etc.), applications without DD and applications not submitted through proper channel will not be considered. No intimation in this regard will be given to the candidates.
17. Canvassing directly or indirectly will be a disqualification.
18. Queries or correspondence in respect of eligibility criteria, issuance of call letters for interview or selection of candidate will not be entertained at any stage.
19. Candidates shall have to produce original documents at the time of appearing for Interview.
20. On verification, if it is found that the information received from an applicant is faulty and or is based on faulty certificates he / she will be liable for legal action and the selection of such candidate will be immediately cancelled.
21. The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be applicable to this advertisement.
22. All disputes arising out of this advertisement are subject to SOLAPUR Jurisdiction.

Advt. No. : PAHSUS/Estt/2024/182

Date: 06/03/2024

Sd/-
(Yogini Ghare)
Registrar



Punyashlok Ahilyadevi Holkar Solapur University, Solapur

ADVT. NO. PAHSUS/ESTT/2024/182



APPLICATION FORM FOR THE POST OF FINANCE AND ACCOUNTS OFFICER

Advt. No. PAHSUS/Estt/2024/182

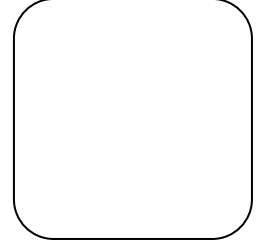
Dated – 06/04/2024

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

D.D. No. _____ dated _____ Rs. _____

Name of the Bank and Branch: _____

To,
The Registrar,
Punyashlok Ahilyadevi Holkar Solapur University,
Kegaon, Solapur - 413 255.



Subject: Application for the post of Finance and Accounts Officer.

1.

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|---|-------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Name in full Shri/Smt./Kum. (in BLOCK letters) | Surname | | | | | | | | | | | | | | | | | | |
| | First Name | | | | | | | | | | | | | | | | | | |
| | Middle name | | | | | | | | | | | | | | | | | | |
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2.

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

3.

| | | | | | | | | | | | | | |
|-----------------------------|--|--|-------|--|--|--|--|--------|--|--|--|------|--|
| Date of Birth | | | | | | | | | | | | | |
| Age [as on ___/___/2024] | | | Years | | | | | Months | | | | Days | |
| Nationality | | | | | | | | | | | | | |
| Male/ Female | | | | | | | | | | | | | |
| 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

| 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 | | | | | |
| Professional Qualifications | | | | | |
| Doctor's Degree | | | | | |
| Any other qualification | | | | | |

6. Professional Administrative Experience.

| Sr. No. | Institution/ Organization | Position Held | Period | | Pay Scale & AGP/GP | Nature of Appointment | Reason for leaving services (if any) |
|------------|------------------------------|------------------|--------|----|-----------------------|--------------------------|---|
| | | | From | To | | | |
| 1) | | | | | | | |
| 2) | | | | | | | |
| 3) | | | | | | | |
| 4) | | | | | | | |
| 5) | | | | | | | |
| 6) | | | | | | | |

7. Other Qualifications and experience, if any.

8. List the Membership of various National / International Academic/ Non-Academic bodies

9. Patents, if any

10. (a) Present position : _____

(b) Name of Institution/ Organization where employed : _____

(c) Salary :

Basic Pay Rs. _____ in the pay-scale (pay band) of Rs. _____

AGP/GP 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

12. Names of persons who have given testimonials.

1) _____

2) _____

13. 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 :

Signature of Candidate

Date :

CERTIFICATE

1. The above information furnished by me is correct.
2. I am neither convicted nor any criminal case, departmental enquiry or disciplinary action is pending against me.
3. In case any false information is detected, I understand that my application is liable to be rejected or the appointment made would stand terminated.

I certify that the foregoing 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.

Place :

Date :

(Signature of the Candidate)

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

If employed, the application should be forwarded through proper channel.

Recommendation of forwarding authority _____

Place :

Date :

Name & Signature

Seal of the Department / Institute

=====

(Government of Maharashtra, Gazette, March, 28, 2005)

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, 2005, I am liable to be disqualified for the same post.

Place :

Date :

(Signature of the Candidate)

INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications **through proper channel**.
2. Candidates should send their applications with **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. The application should be sent in **ten copies** together with all enclosures.
6. Applications should be sent to the Registrar, Punyashlok Ahilyadevi Holkar Solapur University, Kegaon, Solapur -413 255, so as to reach him on or before the last date prescribed.
7. Any change in address given in column 2 of the application form should at once be communicated to the Registrar, Punyashlok Ahilyadevi Holkar Solapur University, Kegaon, Solapur -413 255.
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. Candidate called for interview will have to be present himself / herself at his /her own expenses.
11. Canvassing direct or indirect, will be treated a disqualification.

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

Please [v] 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 and Caste validity certificate
 - c) Physically handicapped certificate, if applicable
 - d) Small family declaration certificate
 - e) Educational qualification documents
 - f) Experience certificate.
 - g) Any other certificate.