

Ambedkar University, Delhi
Lothian Road, Kashmere Gate
Delhi – 110 006

Applications are invited from the eligible candidates for the following non-teaching posts:–

Controller of Finance – 01 Post - UR (Deputation/ Fix tenure of 5 year) in Pay Band 4 - Rs.37400-67000 plus Grade Pay of Rs.10,000/- with usual allowances as admissible under the Rules of the University.

Qualifications and experience for these positions are as under:–

Controller of Finance

- I) Officers belonging to established Finance and Accounts Cadres or Services of the Government of India or Government of the National Capital Territory of Delhi:
- (a) (i) holding analogous post on regular basis; or
(ii) 2 years regular service in the post in the PB-4, Rs.37400-67000/- with Grade Pay of Rs.8900/-; or
(iii) 3 years regular service in the PB-4, Rs. 37400 – 67000/- with Grade Pay Rs.8700/-.
- (b) Possessing the educational qualifications & experience as mentioned below:

Essential:

- (i) Master's Degree with at least 55% marks or its equivalent grade of "B" in the UGC 7 point scale
- OR
- 15 years of administrative experience out of which 8 years should be as Deputy Registrar or on an equivalent post in a University or Government Organization.

Desirable:

Experience of financial administration / Chartered Accountancy with requisite experience of working in Public Sector Undertakings/ Autonomous Organizations.

Note 1: The maximum age for appointment by deputation shall not exceed 56 years on the closing date of the receipt of the applications.

Note 2: The age of retirement for the above post is 62 years, subject to the approval by the competent authorities.

1. Relaxation in educational qualifications, experience, age, etc. in the case of reserved category candidates will be given in accordance with the rules as under:-

“The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. The Appointing Authority shall record the reasons for relaxing the qualifications regarding experience in writing while doing so.”

2. The prescribed essential qualifications are the minimum and their mere possession does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications / experience higher than the minimum prescribed in the advertisement.

3. Candidates must attach copies of all documents along with application in support of their educational qualifications, experience; etc.

4. The University reserves the right to relax any of the qualification / experience at its discretion and not fill up any of the advertised positions.

Job Description for the post of Controller of Finance

The post of Controller of Finance carries the pay scale of PB-4, Rs. 37400-67000 with Grade Pay Rs. 10000/-

The Controller of Finance shall –

- exercise general supervision over the funds of the University and advise it as regards its financial policies; and
- perform such other financial functions as may be assigned to him/her by the Board of Management or as may be prescribed by the Statutes or the Ordinances:

Provided that the Controller of Finance shall not incur any expenditure or make any investment exceeding three lakh rupees or such other amount as may be fixed by the Board of Management, without the prior approval of the competent authority.

Subject to the control of the Vice-Chancellor and the Board of Management, the Controller of Finance shall –

- hold and manage the properties and investments of the University, including trust and immovable properties, for fulfilling any of the objects of the University;

- see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;
- be responsible for the preparation of the annual accounts and the budget of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee.
- keep a constant watch on the cash and bank balances and investments;
- watch the progress of collection of revenue and advise on the methods of collection employed;
- ensure that the registers of properties of the University are maintained properly and that stock checking of the equipment and other material in the offices and branches of the University including colleges and the institutions maintained by the University is conducted in a time-bound manner;
- bring to the notice of the Vice-Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against the person at fault; and
- call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions.

Any receipt given by the Controller of Finance or by the person or persons duly authorized in this behalf by the Board of Management shall be a sufficient discharge for payment of moneys to the University.
