

Rani Lakshmi Bai Central Agricultural University, Jhansi

Vacancy Notification

Dated: 4 October, 2018

First Comptroller

Rani Lakshmi Bai Central Agricultural University, Jhansi, an Institution of national importance established by an Act of Parliament, invites applications from the eligible candidates for the position of its first Comptroller:

Pay Scale: Level 14 + allowances as per 7th CPC.

Educational Requirements: A post-graduate degree with at least 55% of marks or its equivalent grade from a recognized University/Institute.

Essential:

- i. Master's Degree with at least 55% of the marks or its equivalent grade.
- ii. At least 15 years' of experience as Assistant Professor in the AGP of Rs.7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate Professor, alongwith experience in educational administration,

OR

Comparable experience in a research establishment and/ or other institutions of higher education,

OR

15 years of administrative experience, of which 08 years shall be as Deputy Comptroller or an equivalent post. (in pay scale of Deputy Registrar with AGP of 7600).

Desirable:

Persons possessing Master's degree in Business Administration (Finance)/ Commerce or possessing CA/ ICWA qualification.

How To Apply: Completed applications in the prescribed application format along with attested copies of mark sheets, certificates, experience etc. should be addressed to **the Registrar, Rani Lakshmi Bai Central Agricultural University, Gwalior Road, Jhansi—284003** superscripted on the left hand top corner of the envelope as "Application for the Post of Comptroller by Registered Post. **Last Date:** The closing date for receipt of applications will be 30 days from the date of publication of advertisement in **Employment News**. **Maximum Age Limit:** Preferably below 55 years,. However, the applicant should not be more than 58 years as on 1st July, 2018.

General Information: As per provisions in section 43 (b) of the **Rani Lakshmi Bai Central Agricultural University Act-2014**, the first Comptroller shall be appointed by the visitor for a term of 3 years, subject to the date of superannuation being 60 years.



Registrar

registrar.rlbcau@gmail.com



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY

Jhansi-Gwalior Road, Jhansi-284003

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website : www.rbcau.ac.in Email- registrar.rbcau@gmail.com

APPLICATION FORM FOR THE POSITION OF COMPTROLLER

Advertisement No.....Date	<i>Fix your latest photograph and sign across</i>
Post Applied for	

1. Personal details: Use CAPITAL LETTERS and write clearly

Name						
Date of Birth	Day	Month	Year	Age as on date of advertisement	Year	Month
Place of Birth	City / Village			State	Country	
Father's Name						
Mother's name						
Nationality	Gender			Category		Marital Status
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> General		<input type="checkbox"/> Single <input type="checkbox"/> Married
If physical challenged, indicate relevant particulars	Type of Disability				Percentage of disability	

2. **Educational Qualifications:** Attach self-attested photocopy of marks sheet & degree of each examination

	Name of the Board /University	Year	Marks Obtained	Maximum marks	%age of marks or CGPA	Division	Subjects studied
Matriculation (10 th)							
Higher Secondary / (10+2)							
Bachelor's degree (Name of degree)							
Master's degree (Name of degree)							
M.Phil. in							
Ph. D. in Topic:							
Any other							

3. **Past Work Experience:** (Please start from first appointment to the present position). Add additional rows, if needed.

Post held	Pay Scale/ Band	Basic Pay p.m. + GP/AGP	Gross Salary p.m.	Employer (Name & address of the Organization)	Experience			Nature of assignment
					From	To	Total Experience in Years/ Months	

What has been your important / unique contribution(s) in the previous assignment:

4. Details of the Training Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

5. Details of the Management Development Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

6. Details of the Orientation Programmes / Training Programmes / Workshops

Name of the Programme	Year	Duration (in days)	Organising Institution

7. Details of the Refresher Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

8. Involvement in Research & Publications, if any:

Publications	Numbers	Publishers / Journals	Communicated
Books			
Research Papers			

Articles			
Others			
Research Projects undertaken			
Major Research Projects Completed			
Major Research Projects ongoing			
Research Supervisions			
No. of Ph.Ds produced			
No. of Candidates enrolled for Ph.D			
Participations in Seminars / Conferences/ Workshops			
No. of Papers presented in a national Seminars/conferences			
No. of Papers presented in a international Seminars/conferences			

9. Any other Experience / Achievements / Qualifications considered to be relevant to the post applied for:

10. References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment:

	1	2	3
Name and Address			
Contact Address			
Email:			
Phone (landline) With STD Code:			
Mobile Phone no.			
Fax with STD code			

11. Contact Details of the Applicant:

Address for Correspondence	Permanent Address
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Name:		Name:	
House No:		House No:	
Street:		Street:	
City:		City:	
State:		State:	
Pin Code:		Pin Code:	
Email:		Email:	
Phone No. (With STD Code)		Phone No. (With STD Code)	

12. Declaration

I, _____ son/daughter of _____

hereby declare that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.

Signature of the applicant

Name in Capital letters

Date: _____

Place: _____

Note:

1. Unsigned application is liable to be rejected and no correspondence will be entertained.
2. The University shall not be responsible, if any column is not filled up properly and legibly.

13. Endorsement by the EMPLOYER

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.)

Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of first **Comptroller** in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay/Pay Band of Rs. _____. He /She is drawing a basic pay of Rs. _____. His / Her next increment is due on _____.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

14. Checklist of Documents Enclosed

Sl. No	Documents	Tick (√)
1.	Matric / Secondary / High School (10 th Class) Marks Sheet	
2.	Matric / Secondary / High School (10 th Class) Certificate	
3.	Sr. Secondary / Intermediate (12 th Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12 th Class) Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil. Marks Sheet	
10.	M. Phil Degree	
11.	Ph. D. Degree	
12.	Experience Certificate(s) from previous employers:	
13.	Endorsement from the present employer	
14.	DD for the application fees (in original)	
15.	SC / ST / OBC / Handicapped Certificate	
16.	Others, if any:	