



**Advertisement No.: N/HR&/H/2024/18**

**Dated: 25.06.2026**

### **RECRUITMENT ADVERTISEMENT**

National Institute of Food Technology Entrepreneurship and Management, Kundli, (NIFTEM-K), an Institution of National Importance under the Ministry of Food Processing Industries (MoFPI), Government of India, invites online applications for the following Group-A, Posts on Deputation/Contract basis through open selection:

| S. No. | Post                                   | Type of Recruitment        | No. of Post | Pay Level as per 7th CPC  | Maximum Age (in Years) as on last date prescribed for submission of Applications | Tenure of service | Age of superannuation |
|--------|----------------------------------------|----------------------------|-------------|---------------------------|----------------------------------------------------------------------------------|-------------------|-----------------------|
| 1      | Registrar                              | Deputation/ Contract Basis | 01 (UR)     | Level 14 (₹144200-218200) | 57Years                                                                          | 05 Years          | 62 Years              |
| 2      | Deputy Controller (Finance & Accounts) | Deputation Basis           | 01 (UR)     | Level 12 (₹78800-209200)  | 56 Years                                                                         | 05 Years          | 60 Years              |

**2. Prescribed Minimum Qualification/ Experience applicable for the Deputation/ Contract posts given in the present Recruitment Notification.**

| S. No. | Post      | Essential Qualification & Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Registrar | <p><b>Educational Qualification &amp; Experience</b> from Officers working under Central / State Governments/ UT Administration/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/ PSU/ PSE :</p> <p><b>Essential Educational Qualification:</b> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7-point scale from a recognized University/Institute.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>i) Holding analogous post or</li> <li>ii) At least 15 years' experience as Assistant Professor in the AGP of Rs.7,000/- and above or with 8 years of service in the AGP of Rs.8,000/- and above including as Associate Professor along with 3 years' experience in educational administration, or</li> <li>iii) Comparable experience in research establishment and /or other institutions of higher education, or</li> </ul> |

|    |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                   | iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.<br><b>Desirable:</b><br>i) Qualification in area of Management/ Engineering/Law.<br>ii) Experience in computerized administration/ legal/ financial/ establishment matters.                                                                                                                     |
| 2. | <b>Deputy Controller (Finance &amp; Accounts)</b> | <b>Essential Qualification &amp; Experience:</b><br>i) M.Com or MBA (Finance) with at least 55% marks.<br>ii) Having 10 years' experience in handling Finance & Accounts matters (out of which 05 years' experience should be at the level-10 or equivalent) in a Central/State Govt./Autonomous bodies/PSUs/Universities/Central/State Govt. Institutions and other educational and Research Institutions.<br><br><b>Desirable:</b> CA/CS/ICWA |

### 3. Scheme of examination for the Group-A, Posts are as under:

The selection for the Group 'A' posts mentioned above will be made on the basis of the following:

| <b>Tier</b> | <b>Description</b>                                                                                                                                                                                                                                                     | <b>Marks</b> |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Tier-I      | Score Card: In this regard applicants would be required to submit self-assessed score sheet, as provided with the advertisement, along with the application form. All scores claimed by the applicants must be accompanied with the Corresponding supporting document. | 70           |
| Tier-II     | Interview                                                                                                                                                                                                                                                              | 30           |

As per the marks obtained in Tier-I, candidates will be shortlisted for interviews in a 1:10 ratio, provided the number of eligible candidates is 10 or more per post. In cases where one or more candidates have scored equal to the 10<sup>th</sup> candidate, they will also be invited for the interview, and the 1:10 ratio limit will not be strictly applied in such instances. For cases where the number of eligible candidates per post is fewer than 10, the Selection Committee will interview all eligible candidates as recommended by the Screening Committee.

The merit list will be prepared by combining the marks obtained in Tier-I and Tier-II. This selection shall be made based on the recommendations of the Selection Committee.

### 4. Online Application Form and Instructions for the above Post(s):-

- Visit to NIFTEM, Kundli, Website <https://niftem.ac.in>
- Under Career Section, find the Advertisement: N/HR&H/2024/18, dated 25.06.2026, for the Non-Teaching posts and visit to the link <https://niftemnt.samarth.edu.in>
- Register on the recruitment portal, upload the scanned copy of the Score Card (Annexure-I) and all requisite supporting documents, pay the prescribed application fee, and submit the application form successfully.
- The last date for submission of duly filled-in online application is 25.07.2026 till 11:59 PM.

- v) Please make sure to complete all fields without leaving any fields blank.
- vi) Applications received through email or Fax will not be considered.
- vii) Any additional documents/certificates/records given after the last date for submission of online filled-in application will not be considered for award of marks.

## GENERAL INSTRUCTIONS TO THE APPLICANTS

1. (a) Applicant must be a citizen of India.

(b) Applicant must ensure he/she is fully eligible for the post he/she is applying for. The original valid certificates/ documents supporting the information furnished in the online application form are to be provided at a later stage of the recruitment process. Any deviation whatsoever from the filled-in details will not be entertained under any circumstances.

(c) The date for the determination of experience/qualification/age shall be the closing date of the online application.

(d) All qualifications obtained by the applicant should be from a recognized University/ Institution. The Institute reserves the right to relax any of the qualifications/experience in exceptional cases or in the case of a person already holding an analogous position in a Centrally funded Technical Institute/ University/ Research Institution, solely on the merits of the case.

(e) The requirement for work experience is post-qualification for the advertised posts. The period of experience will only be considered after the essential qualification is attained. Only full-time work experience will be considered. The Institute will determine the relevance of experience, and its decision will be final and binding.

(f) The above positions are on Deputation/Contract basis.

(g) The selected candidate will be covered under the National Pension System (NPS) as notified by the Ministry of Finance, Government of India.
2. (a) The Institute follows the reservation norms as per GOI rules for SC/ST/OBC/EWS and PwD. OBC applicants under the creamy layer are not eligible.

(b) SC/ST applicants should be in possession of a valid Caste Certificate in the format prescribed by the Central Government while applying for a post.

(c) Applicants applying for posts reserved for OBC must submit, along with his/ her application, an OBC (NCL) certificate in the prescribed format issued by the Competent Authority. The certificate must clearly specify its validity period and should remain valid as on the closing date for submission of applications.

(d) Applicants applying for posts reserved for EWS must possess a valid Income and Asset Certificate issued by the Competent Authority, which should remain valid as on the last date for submission of the application.

(e) Applicants applying for posts reserved for PwD must possess a valid UDID/ Certificate issued by the Competent Authority, which should remain valid as on the last date for submission of the application.
3. Age relaxation shall be available to applicants belonging to Scheduled Caste, Scheduled Tribe, Other Backward Classes (Non Creamy Layer), Persons with Disabilities and Ex-Servicemen in accordance with the Government of India norms. category-wise (including relaxations), as detailed below.

| Sl. No. | Category | Age Relaxation permissible beyond the upper age limit |
|---------|----------|-------------------------------------------------------|
| 1       | SC/ST    | 5 years                                               |
| 2       | OBC      | 3 years                                               |

|   |               |                                                                        |
|---|---------------|------------------------------------------------------------------------|
| 3 | PwD           | 10 years (+ Category), subject to a maximum of 56 years                |
| 4 | Ex-Servicemen | 3 years + Service Period (+Category), subject to a maximum of 56 years |

(b) Age shall be reckoned as on the closing date of the online application as per GOI norms.

4. (a) Eligible applicants may apply through online mode only up to 11.59 PM of 25.07.2026, by visiting the Institute's website (<https://www.niftem.ac.in>). Applicants are advised to apply well before the last date to avoid the risk of network issues.

(b) Applicant is advised to use his/ her correct and active email address throughout the recruitment process, as the Institute will make all correspondence through email only. For other updates, kindly visit the institute website and the recruitment portal regularly.

(c) Do not send any printout/ hard copy of a filled application or other documents to the Institute. Please save the final application after submission for future purposes.

(d) Applicant is advised to fill in the information carefully in the online application form. The institute will neither be responsible for any wrong information furnished nor accept any subsequent requests from the applicant to make any corrections.

(e) Submission of valid documentary re of age, academic qualification, category, and experience is mandatory. Incomplete applications/ partially filled applications/ applications without supporting documents/ photograph/ signature will summarily be rejected.

(f) Applicant is required to upload the mandatory documents in support of the details provided in the application form. Applications without the required documents or otherwise incomplete will be rejected. The applicant may note that, in this regard, no other enquiries/ communications will be entertained or replied to.

(g) Applicant is advised to verify the quality of the scanned documents to be uploaded on the recruitment portal. The documents must be clear and legible. The Institute will not be responsible for illegible or unclear documents uploaded by the applicant. Scrutiny of the application will be based solely on the information provided in the application and the documents uploaded by the applicant

5. (a) The experience claimed, and the nature of the duties in the application form, should be supported by a certificate issued by the employer's authority. Experience Certificate should be in chronological order (when a candidate served in multiple designations) and in proper format i.e., it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Administrative Authority/ Owner of the organization along with the official seal/ stamp.

(b) Applicants working in Government Institutions/ Organizations, Public Sector Undertakings, and Government Funded Institutions are required to submit a No Objection Certificate from his/ her present employer along with the vigilance clearance certificate at the time of the document verification/ presentation/ interview. Applicants without an NOC will not be permitted to appear for the presentation/ interview. The interview for the aforesaid posts will be conducted at the Institute only.

6. Candidates should apply for and pay the fees for each post separately (if applying for more than one post). In case of multiple applications for a single post, only the last application with the registration number will be considered; the rest will be ignored, and the respective fee paid will be forfeited. No request for a refund or adjustment of the fee will be entertained.

7. (a) The applicants shall be required to pay the following application fee online. In addition to the application fee, the online bank/ transaction charges + GST, if any, will also have to be borne by the applicant:

| S.N. | Category                                                            | Amount                                    |
|------|---------------------------------------------------------------------|-------------------------------------------|
| 1    | Unreserved (UR)/OBC                                                 | Rs.1000 + (GST 18% i.e. 180) = Rs.1,180/- |
| 2    | (Schedule Caste)/(Schedule Tribe)/EWS                               | Rs.500 + (GST 18% i.e. 90) = Rs.590/-     |
| 3    | Persons with Benchmark Disability, Ex-Servicemen, Female candidates | Exempted from payment of application fee  |

(b) The fee once paid will not be refunded or re-adjusted under any circumstances.

8. (a) Admission to any stage of the recruitment process will be purely provisional, subject to confirmation that the applicant satisfies the prescribed eligibility conditions. The issue of the Admit Card/ Call letter to the applicant does not imply that his/ her candidature has been found eligible.

(b) Call letters to short-listed applicants and any further information will be sent through email only. No other mode of communication will be adopted. The results of the examination/ Interview will be available only in the individual accounts on the recruitment portal created by the applicant at the time of application. Being called for a test/ interview only indicates that the applicant is considered potentially suitable for the post and does not imply any assurance of recommendation or selection.

(c) Please note that call for examination/interview is purely provisional. Before appearing for the Examination/ Presentation/ Interview, the credentials of the applicant will be verified with original certificates. Applicants will only be allowed to proceed further in the recruitment process only if he/ she provide satisfactory documentation matching the information filled during the online application.

(d) Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

9. (a) The Institute reserves the right to decide the mode of screening and examining the applicant for shortlisting and selection. The selection process may consist of: Seminar/ presentation before an expert panel, followed by a personal interview for the short-listed applicants of advertised posts. The medium for all assessments in the selection process will be in Hindi/English language only. In case of ambiguity in Hindi and English language of the advertisement, English version will prevail.

(b) In case of a tie among applicants, the age of the applicant will be taken to determine eligibility.

10. No TA/ DA will be paid for appearing in an interview for any posts.

11. (a) The Institute reserves its right to place a reasonable limit on the total number of applicants to be called for the selection process, based on higher parameters over and above the essential qualification & relevant experience. Interim correspondence/ enquiries related to eligibility, status of application, reasons for not shortlisting/ not invited for interview, result of interview or date of successive stages of recruitment shall not be entertained or replied to.

(b) Fulfilment of qualifications & experience per se does not entitle an applicant to be called for the selection process. The Institute reserves the right to reject any or all the applications without assigning any reasons.

- (c) The Institute reserves the right not to fill up the posts or revise/ reschedule/ cancel/ suspend the recruitment process/ Advt. in whole or in part without assigning any reason, and its decision in this regard shall be final and binding, and no appeal shall be entertained.
- (d) Any modification/ upgradation/ amendment/ addition/ deletion, etc., related to the Advertisement and/ or the recruitment process will be uploaded only on the Institute website. No other means of communication will be used for the same.
12. (a) Applications will be scrutinized primarily based on the information furnished by the applicant in the application form and the supporting documents uploaded.
- (b) Any discrepancy found at any stage of the recruitment/ appointment process between the information provided in the application and the supporting documents shall render the candidature ineligible and will lead to the disqualification of the application. The Institute's decision shall be final and binding.
- (c) Any attempt to influence the recruitment process whatsoever will lead to the disqualification of the candidature.
- (d) In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage, even after the issuance of the offer of appointment and joining the post, the institute reserves the right to modify/ withdraw/ cancel/ revoke any communication made to the applicants.
- (f) The Institute may verify the antecedents and documents submitted by an applicant anytime during the tenure of his/ her service. If it is found that the documents submitted by the applicant are fake, or that the applicant has clandestine antecedents/ background and has suppressed any information, his/ her service shall be terminated, and legal action may also be initiated against such applicant/ employee.
13. (a) In the event of any dispute or in all matters relating to the recruitment process, the decision of the Director NIFTEM-K, shall be final and binding on the applicant.
- (b) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Punjab & Haryana High Court shall have sole and exclusive jurisdiction to try any such cause/ disputes.
14. Accommodation: NIFTEM, Kundli is a residential Institute, staying in the campus is mandatory subject to allotment of accommodation. The Institute will provide residential accommodation as per entitlement, subject to availability. Alternatively HRA as per rules shall be paid. In case of non-availability residences, single room accommodation in hostel will be provided.
15. Following Facilities will be provided:
- i) Accommodation
  - ii) Dispensary/OPD reimbursement/Insurance facility covering empaneled hospitals/ Medical Coverage as per rules.
  - iii) Gymnasium, Welfare Centre, Sports facilities etc.
  - iv) Officer Mess
  - v) SBI Bank,
  - vi) Food Café, Indoor shop outlets like Mother Dairy & Amul

16. For technical support, drop an email at: [arit@niftem.ac.in](mailto:arit@niftem.ac.in).

17. For any other help, drop an email at: [arpersonnel@niftem.ac.in](mailto:arpersonnel@niftem.ac.in).

**No. N/HR&/H/2024/18**

**Dated: 25.06.2026**

**Sd/-  
Registrar**

**SCORE CARD**

| <b>SR. NO.</b> | <b>POST</b>                                           | <b>PAGE NO.</b> |
|----------------|-------------------------------------------------------|-----------------|
| <b>1</b>       | <b>Registrar</b>                                      | 10-12           |
| <b>2</b>       | <b>Deputy Controller<br/>(Finance &amp; Accounts)</b> | 13-15           |

**SCORECARD**  
**REGISTRAR, (LEVEL-14)**  
**To be filled in by the Candidate**

| S. No.    | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Marks allotted (RPR-2026)                                                                                        | Marks claimed |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------|
| <b>I</b>  | <b>Academic background</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Maximum marks allotted: 30</b>                                                                                |               |
|           | a Bachelor degree                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Maximum marks allotted: 10                                                                                       |               |
|           | b Masters Degree                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Maximum marks allotted: 10                                                                                       |               |
|           | c Other relevant academic degrees like LLB/LLM/MBA/Ph.D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Maximum marks allotted: 06<br>1) 02 marks for each degree                                                        |               |
|           | d Medals/Lead Position in university exams/Award/Recognitions obtained at Bachelors Degree/ Masters Degree/Doctoral Degree for academic excellence                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Maximum marks allotted: 04<br>1) 01 mark for each degree for which medal/certificate of lead position is awarded |               |
| <b>II</b> | <b>Assessment of domain knowledge and administrative experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Maximum marks allotted: 40</b>                                                                                |               |
|           | a Domain knowledge to be demonstrated through experience and certificate for the same issued by the Competent Authority:<br><br><ul style="list-style-type: none"> <li>• Academics</li> <li>• Admission</li> <li>• Automation/Digitalization</li> <li>• Conduction of Statutory Bodies meetings</li> <li>• Convocation</li> <li>• Establishment</li> <li>• Examination</li> <li>• Finance &amp; Accounts</li> <li>• Formulation of Recruitment Rules/Promotion policies/course contents</li> <li>• General administration</li> <li>• Human resource</li> <li>• Infrastructure Development</li> <li>• Legal Matters</li> </ul> | Maximum marks allotted: 15<br>01 mark for each activity                                                          |               |

|  |   |                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|--|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |   | <ul style="list-style-type: none"> <li>• Media &amp; event management</li> <li>• Placements of students</li> <li>• RTI Matters</li> <li>• Setting up of Labs</li> <li>• Store &amp; purchase</li> <li>• Student Welfare</li> <li>• Training and Development activities</li> <li>• Vigilance</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|  | b | Administrative/Academic experience<br>(To be counted after completion of essential experience prescribed)                                                                                                                                                                                              | Maximum marks allotted: 7.5<br>1) 1.5 mark/year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|  | c | Leadership Attributes                                                                                                                                                                                                                                                                                  | Maximum marks allotted: 7.5<br>1.5 marks for each achievement <ul style="list-style-type: none"> <li>• Major R&amp;D initiatives launched</li> <li>• Inter-institutional collaborations (National/ International) developed</li> <li>• New Programmes or any initiatives started</li> <li>• Flagship research/education/extension/r esources generation programme initiated</li> <li>• Interactive for administration reforms.</li> <li>• Policy level positive changes in the area of administration.</li> <li>• New infrastructure created</li> </ul> |  |
|  | d | Training/Workshop/Seminar/ Conferences attended in the area of academic-administration/leadership/student welfare/ policy making/management system                                                                                                                                                     | Maximum marks allotted: 5<br>0.5 mark for each of the activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|  | e | State what makes you a potential applicant and also include your likely contributions and transformative initiatives if selected (minimum 250 words but not exceeding 500 words)                                                                                                                       | Maximum marks allotted: 05                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

|                 |                                                                                                                                                                                                                                                                                                                           |                            |  |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--|
| <b>II<br/>I</b> | Interview performance:<br>Selection Committee will decide the attributes to be graded during interview. Some suggestive attributes in this regard are as follows: -<br>Administrative experience, communication skills, Knowledge of govt. rules & regulations, presentation skills, Quick response, Interpersonal skills | Maximum marks allotted: 30 |  |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--|

Note: Domain knowledge claimed by the applicants should be supported by certificate from concerned authority.

**Declaration:**

I \_\_\_\_\_ hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date: \_\_\_\_\_

Signature of Applicant

Name: \_\_\_\_\_

**SCORECARD**  
**DEPUTY CONTROLLER**  
**(FINANCE & ACCOUNTS), (LEVEL-12)**  
**To be filled in by the Candidate**

| S. No.    | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Marks allotted (RPR-2026)                                                                                    | Marks claimed |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------|
| <b>I</b>  | <b>Academic background</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Maximum marks allotted: 35</b>                                                                            |               |
|           | a Bachelor degree                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Maximum marks allotted: 10                                                                                   |               |
|           | b Masters Degree                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Maximum marks allotted: 10                                                                                   |               |
|           | c MBA                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Maximum marks allotted: 7                                                                                    |               |
|           | d Other relevant academic degrees like C.A./ICWA/PG Diploma of not less than 01 year etc.                                                                                                                                                                                                                                                                                                                                                                                         | Maximum marks allotted: 5<br>1) 01 mark for each Degree/Diploma.                                             |               |
|           | e Medals/Lead position in university exams/Award/Recognition s obtained at Bachelor's Degree/ Masters degree/MBA/CA/ICWA levels for academic excellence                                                                                                                                                                                                                                                                                                                           | Maximum marks allotted: 3<br>01 mark for each degree for which medal/certificate of lead position is awarded |               |
| <b>II</b> | <b>Assessment of domain knowledge and administrative experience</b>                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Maximum marks allotted: 35</b>                                                                            |               |
|           | a Domain knowledge to be demonstrated through experience and certificate for the same issued by the Competent Authority: <ul style="list-style-type: none"> <li>• Maintenance of Books of Accounts</li> <li>• Automation of Accounts activities</li> <li>• Drafting of Financial proposals as GOI norms</li> <li>• Budgetary matters</li> <li>• Conduction of Various Audits including preparation of Audit Replies</li> <li>• Preparation of Agenda &amp; Minutes and</li> </ul> | Maximum marks allotted: 15<br>1.5 mark for each activity                                                     |               |

|  |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |  |
|--|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--|
|  |   | conduction of Statutory Bodies meetings <ul style="list-style-type: none"> <li>• Payroll matters</li> <li>• New Pension Systems</li> <li>• Settlement of Personnel Claims namely Medical etc.</li> <li>• Settlement of terminal dues</li> <li>• Construction accounts</li> <li>• Tender Management</li> <li>• MoUs/ Agreements preparations</li> <li>• Parliamentary Matters</li> <li>• RTI Matters</li> <li>• Procurement of Consumable &amp; Capital items</li> <li>• Extra Mural Projects</li> <li>• Fellowship to Students</li> <li>• Investment guideline</li> </ul> |                                                                |  |
|  | b | Finance & accounts experience<br>(To be counted after completion of essential experience prescribed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Maximum marks allotted: 10<br>1) 1.5 mark/year                 |  |
|  | c | Training/Workshop/Seminar/Conferences attended in the area of academic administration/leadership/student welfare/ policy making/management system                                                                                                                                                                                                                                                                                                                                                                                                                         | Maximum marks allotted: 5<br>0.5 mark for each of the activity |  |
|  | d | Leadership Attributes <ul style="list-style-type: none"> <li>• Timely Completion of Annual Accounts</li> <li>• Settlement of Audit Paras</li> <li>• Participation in Student welfare Activity</li> <li>• Earning of additional income for the organization</li> <li>• Organization of in-house trainings to for the fellow colleagues</li> <li>• Participation in activities of campus development</li> </ul>                                                                                                                                                             | Maximum marks allotted: 5<br>1 mark for each activity          |  |

|     |                                                                                                                                                                                                                                                                                                                              |                            |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--|
| III | Interview performance:<br>Selection Committee will decide the attributes to be graded during interview. Some suggestive attributes in this regard are as follows:<br>-<br>Administrative experience, communication skills, Knowledge of govt. rules & regulations, presentation skills, Quick response, Interpersonal skills | Maximum marks allotted: 30 |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--|

Note: Domain knowledge claimed by the applicant should be supported by certificate from concerned authority.

**Declaration:**

I \_\_\_\_\_ hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date: \_\_\_\_\_

Signature of Applicant

Name: \_\_\_\_\_