

Recruitment Rules for the post of Assistant Registrar (Finance)

1.	Name of Post	Assistant Registrar (Finance) including Internal Audit Officer.
2.	Number of Posts	7
3.	Classification	Group A
4.	Scale of Pay	Pay Band of Rs. 15,600-39,100 with Grade Pay of Rs.5,400. After completing 8 years of service in this Pay Band, the persons will move to Grade Pay of Rs. 6,600 within the same Pay Band but shall continue to be designated as Assistant Registrar (Finance)/ Internal Audit Officer.
5.	Whether selection post or non-selection post	Not Applicable for Direct Recruitment/ Deputation/ Absorption. By Selection in case of Promotion from Section Officer (Finance) or equivalent.
6.	Age limit for direct recruitment	Age: Not more than 40 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment for Assistant Registrar (Finance).	Essential: (i) A Master's Degree in Commerce with at least 55% marks or its equivalent grade or a Bachelor's Degree with CA/ICWA; the degree should be from a recognized University. (ii) At least three years of experience in an office in the Finance and Accounts wing. <u>Desirable:</u> Good knowledge of Information, Communication & Technology, especially in Accounting software.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees/ Deputationists/ Absorption?	Promotion: Age: No Educational Qualification: Yes Deputation: Age: Not more than 50 years Educational Qualification: Yes Absorption: Age: Not more than 53 years. Educational Qualification: Yes
9.	Period of probation, if any	Two years for Direct Recruitment only
10.	Method of recruitment	Direct Recruitment /Promotion/Deputation/ Absorption. Direct Recruitment will be done through an Online

		<p>Screening Test and Personal Interview. Persons who have qualified in the Screening Test alone will be called for the Personal Interview.</p> <p>Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.</p>
11.	In case of recruitment by promotion/ deputation/ absorption grades for which promotion/ deputation/ absorption/transfer to be made	<p>Promotion: From Section Officer (Finance) or equivalent with at least 6 years of regular service in Finance & Accounts wing.</p> <p>Deputation: A person holding analogous post on regular basis (or) at least six years' experience as Section Officer or equivalent working in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 in Finance & Accounts wing of any Central/State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc.</p> <p>Absorption: A Deputationist who has worked as Assistant Registrar (Finance) satisfactorily for a minimum period of 3 years in IMU subject to concurrence from his parent organization.</p> <p>The same educational qualification as in the case of direct recruits shall apply for Promotion/ Deputation/ Absorption.</p>
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	<p>i) The Vice-Chancellor as Chairperson.</p> <p>ii) Registrar.</p> <p>iii) One nominee of the Executive Council.</p> <p>iv) One nominee of the Vice-Chancellor.</p>
13.	Age of Superannuation	<p>60 years.</p> <p>For Deputationists, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years.</p>
14.	Remarks	<p>(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>(3) The Vice Chancellor is authorised to devise an appropriate Computer-based (Online) Screening Test.</p>