



बिहार पशु विज्ञान विश्वविद्यालय, पटना
BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA- 800014
(Established in 2016 under Bihar Animal Science University Act-2016)

VACANCY FOR COMPTROLLER

Ref. Employment Notification No.- 04/2023 dated ...¹⁶...../05/2023

Applications are invited from Indian nationals for regular appointment to the post of Comptroller, Bihar Animal Sciences University, Patna.

This is a rolling advertisement and will remain active as per requirements. All applications received up to ~~.../.../.....~~ ^{16/05/}..... 2023, 5.00 PM shall get processed in this phase.

For further details please visit website www.basu.org.in

Sd/-
Registrar,
BASU, Patna



Bihar Animal Sciences University, Patna

**Rolling Advt. No. Emp. Notice No. 04/2023
BASU/2023/Administrative Position Dt. 16/05/ 2023**

Rolling Advertisement for the post of Comptroller, Bihar Animal Sciences University, Patna

Bihar Animal Sciences University (BASU) has been established at Patna, Bihar through **BASU Act 2016**. The University comprises of one of the oldest veterinary colleges in India i.e. Bihar Veterinary College, Patna along with Sanjay Gandhi Institute of Dairy Technology, Patna, College of Fisheries, Kishanganj and a new College of Veterinary & Animal Sciences has been established at Kishanganj, apart from KVK and research stations in the State of Bihar. The primary focus of the university is to provide quality education, training, research and extension in different domains of Veterinary and Animal Sciences, Fisheries Sciences and Dairy Technology.

The University is looking for devoted candidates to work as a **Comptroller, BASU, Patna**.

Comptroller, Bihar Animal Sciences University, Patna

Category – UR

No. of Post- 01

Essential Qualification:

- 1 Master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven-point scale in any discipline from a recognized University/ Institute.
- 2 At least 15 years experience as Assistant Professor or equivalent in the AGP of Rs. 7000/- and above or with eight years of service in the AGP of Rs. 8000/- and above including as Associate Professor or equivalent along with experience in Educational Administration.

Or,

Comparable experience in research establishment and/or other institutions of higher education along with experience in educational administration.

Or,

At least 15 years of administrative experience of which 8 years as Deputy Comptroller/ Deputy Registrar (AGP of 7600/-) or an equivalent post along with experience in educational finance administration.

Desirable:

- i) Well versed in the financial/ accounting system.
- ii) Experience in computer system finance/accounts related software handling for information processing and retrieval.
- iii) Officers working in organized Accounts Services of Govt. of India (Preferably from Indian Audit & Accounts Service) with similar status will be given preference.

NOTE:-

- *The prescribed essential qualifications and experience indicated are the bare minimum, and mere possession of the same will not entitle the applicants to be called for an interview. The University reserves the right to restrict the number of applicants to be called for interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. Therefore, applicants should furnish details of all the qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualification prescribed along with documentary evidence.*
- *Retirement age of the post is 62 years.*
- *The persons from other universities/institutions/organizations will be treated on deputation. However, no deputation allowance will be admissible.*
- *At the time of joining, an undertaking should be submitted by the incumbent to serve the University for a minimum period of 03 years.*

Scale of Pay

Designation	Scale of Pay
Comptroller	To be placed in Pay level 14 (Rs.1,44,200-2,18,200)

General Instructions:-

This is a rolling advertisement. Applications will be accepted throughout the year. The composite rolling advertisement will remain alive all the time and will be updated every time whenever position remains vacant. The prospective applicants, therefore, can apply anytime during the year, as per cutoff date, indicated on the website.

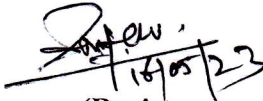
- (1) Applicants are requested to submit the application form in the prescribed format along with supporting documents. Incomplete applications will not be considered and will be rejected.
- (2) University adopts reservations policy as per Government of Bihar.
- (3) The University reserves the right to withdraw the advertised post at any time without giving any reason.
- (4) Candidates, who are employed in Government, Semi-Government Organizations, Autonomous Organizations, Universities, and Educational Institutes should route their application "**Through Proper Channel**" or should submit a "**No Objection Certificate**" from the present employer at the time of interview, failing which they may not be considered.
- (5) The University may verify the antecedents or documents submitted by a person at the time of appointment or during the period of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents or background and has suppressed the said information, then his or her services shall be terminated.

- 2A
- (6) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel without any communication made to the candidates.
 - (7) The Selection Committee may decide its own method of evaluating the performance of the candidates in the interview.
 - (8) Persons appointed may be transferred to any equivalent post within the jurisdiction of the University.
 - (9) The cut- off date will be notified on the website from time to time.
 - (10) In case of any disputes or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Patna, which is the Headquarter of the University.
 - (11) Hard Copy of the application along with all enclosures should be sent by speed post to the **“Registrar, Bihar Animal Sciences University, Patna, Bihar, PIN- 800014”**. The Advertisement Number & Post Name should be super-scribed on the envelope.

APPLICATION FEE:-

A non-refundable Application Fee of **Rs. 1000/-** to be paid by Bank Draft in favour of **“FINANCE COMPTROLLER, BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA”**
Payable at Patna.

CUT-OFF DATE All Applications Received up to **16/06/2023, 5.00 PM** shall be processed in this phase.


(Registrar)



बिहार पशु विज्ञान विश्वविद्यालय, पटना
BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA- 800014
(Established in 2016 under Bihar Animal Science University Act-2016)

APPLICATION FORM

(For the post of Copmtroller)

EMPLOYMENT NOTICE - 4/2023

PLEASE INSERT INFORMATION IN BOLD LETTERS

Post Applied for :
Adv. No. :
Category :

Please Affix
self-attested
latest
photograph

Demand Draft Details

Bank Draft No.		Dated	
Amount (Rs.)		Name and Branch of the issuing Bank	

This application contains _____ pages (Total number of pages).

1.	Name in full (<i>In Block Letters</i>)	Dr./Mr./Mrs./Ms.
2.	Father's Name	
3.	Mother's Name	
4.	i) Marital Status	Yes / No
	ii) If Yes mention Spouse Name	
5.	Gender (<i>Male/Female</i>)	
6.	Date of Birth	
7.	Age (<i>As on closing date</i>)	Years Months

8.	Nationality	
9.	Mother Tongue	
10.	Mobile No.	
11.	E-mail Address	
12.	Aadhaar Number	
13.	Present Mailing Address with PIN Code	
14.	Permanent Home Address with PIN Code	
15.	State of permanent domicile	
16.	If you are employed, mention your present designation	
17.	Name and Designation of your present employer (Person, office, institution)	
18.	Have you obtained the permission of your present employer for submitting this application (if not, you should have to bring a 'No Objection Certificate' from your employer at the time of the interview)	
19.	Have you obtained the permission of your present employer to serve the University on deputation preferably for five years, compulsory for three years? (If yes, submit the desired document)	

20. Present Pay (as applicable)			
	I.	i)	The scale of pay + grade pay (as per 6 th CPC)
		ii)	Level in 7 th CPC
	II.	Present basic pay	
	III.	NPA, if applicable	
	IV.	Allowances excluding house rent and CCA	
	V.	Date of next increment	
21. If selected, please state the joining time required			
22. Are you willing to accept the initial salary of the grade? (If no, state what is the minimum salary acceptable with justification thereof).			

23. Academic Qualifications

Examination	Matriculation	Senior Secondary (10+2)	Graduation	Post-Graduation	Doctorate	Any other Qualification	Pg. No. of enclosure
Name of School / College							
Year of passing							
Name of Board / University							
Maximum Marks							
Marks Obtained							
Percentage of Marks							
OGPA/CGPA							
Division							
Subjects							
Position, Distinction, Prizes, Scholarship etc.							

(Attach self-attested copies of the Detailed Marks Sheets/Cards or Transcripts of all the examinations passed)

24. Employment Record

Designation of posts held	Period (month and year both should be given)		Duration			Pay drawn (Basic Pay + Grade Pay + allowances except HRA and CCA)	Full address of the office/firm or institution	Reason for leaving the post
	From	To	Years	Months	Days			

25. Awards/Honors /Recognitions

(List awards including, National awards instituted by Government of India / ICAR / University/, / State Agency / Professional Society/ University medals (Gold Medal/first position)/ fellowships of National academies,

Sr. No.	Name of Award/Honour	Conferred by (Name of Organization)	Year of Award

26. Institution Building (Major Contribution).

- 1.
- 2.
- 3.

27. Experience in Software handling related to Finance / Account System.

- 1.
- 2.
- 3.

28. Experience in Government of India Services (Preferably from Indian Audit & Account Services).

- 1.
- 2.
- 3.

29. Have you ever been punished / penalized during your service tenure? If so, please specify

30. Have you ever been prosecuted, kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any court of law at the time of filling up of this application form?

If the answer is 'Yes'; full particulars of the case, detention, fine, conviction, sentence etc. should be given

31. References (Please specify the names of two referees who should be responsible persons and well acquainted with you for the last five years. One of the referees should be the present or most recent employer).

- (a) Name:
- Designation:
- Address:
- (With Pin code)
-

E Mail:

Phone:

(b) Name:

Designation:

Address:

(With Pin code)

E Mail:

32. Any other details not mentioned above, which you think, will strengthen your claim for this appointment.

(Attach separate sheet, if necessary)

33. List of copy of certificates and testimonials attached:-

Sl. No.	Particulars	Page Number

DECLARATION

I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time, it is found that any information is false / concealed / distorted then, my appointment shall be liable to summarily termination without any notice / compensation and criminal case may be initiated against me under the relevant provision of Indian Panel Code and other laws as applicable.

Further, I have gone through the general instructions and conditions mentioned in the advertisement and website of the university before filling the application. I agree with all terms and conditions.

Place:

Signature of Candidate

Dated:

INFORMATION TO BE FURNISHED BY EMPLOYER / HEAD OF INSTITUTION

(The information to be furnished by the Employer in respect of the in-service candidate for the last 10 years and in case the service period is less than 10 years then from the date of joining)

Year	Overall performance as per APAR or CR	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary / legal / Vigilance proceedings are pending against the official.

Does he/she fulfil the prescribed qualifications/experience required for the post?

- i. Prescribed qualifications (Yes/No)
- ii. Prescribed experience (Yes/No)

It is also certified that the information furnished by the official in his application form is correct as per his service record. Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for.

Head of the Institution/Organization with Seal

(Name in block letters) _____

Designation _____

Place: _____

Date: _____

BRIEF INFORMATION

EMPLOYMENT NOTICE – 04/2023

Post applied for

Adv. No.

Name					
Father's Name					
Date of Birth					
Age at the time of filling the application form					
Category					
Applied through proper channel (Yes/No)					
Educational Qualification	Name of the degree	OGPA / Percentage Obtained	Year of passing		
	Graduation				
	Post- Graduation				
	Ph.D.				
	Any Other				
Employment Record					
Sr. No.	Post and Department	Grade	Period		Total Yrs.
			From	To	

Institution Building (Major Contribution).

- 1.
- 2.
- 3.

Experience in Software handling related to Finance / Account System.

- 1.
- 2.

Experience in Government of India Services (Preferably from Indian Audit & Account Services)

- 1.
- 2.

Any other (Award / Conference attended etc.)

Indicate the time required to join, if selected