

Advt. No.: 1/2017

**Rani Lakshmi Bai Central Agricultural University, Jhansi**

**Vacancy Notification**

**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:** Rs.37400-67000 + AGP Rs.10000 + allowances. **Educational Requirements:** A post-graduate degree with at least 55% of marks or its equivalent grade from a recognized University/Institute. **Experience Requirements:** i) At least 15 years of experience as Lecturer/Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service as Reader/Associate Professor or its equivalent in the AGP of Rs.8000/- and above along with experience in educational administration (Or) ii) Comparable experience in research establishment and / or other institutions of higher education. (Or) iii) 15 years of administrative experience of which 8 years shall be as Deputy Registrar (Finance) or an equivalent post ( *in pay scale of Deputy Registrar with AGP of 7600*).

**Desirable Qualifications:** Persons possessing Master's degree in Business Administration (Finance)/ Commerce or possessing CA/ ICWA qualification or passing of SAS or its equivalent service examination of central/state government. Persons with relevant administrative experience and good working knowledge of rules & regulations of Central Government/ University R & D institution relating to accounts/audit, service conditions and related financial matters, proven leadership qualities, adaptability, flexibility and ability to work as a team manager.

**How To Apply:** Completed applications in the prescribed application format along with attested copies of mark sheets, certificates, experience etc. should be addressed to Registrar, RLB Central Agricultural University, Camp office, Room No.- 212, KAB- II, Pusa, New Delhi-110012 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 1<sup>st</sup> January, 2017.

**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.rlbcou@gmail.com](mailto:registrar.rlbcou@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.rlbcau.ac.in](http://www.rlbcau.ac.in) Email- [registrar.rlbcau@gmail.com](mailto:registrar.rlbcau@gmail.com)

**APPLICATION FORM FOR THE POSITION OF COMPTROLLER**

Advertisement No.....Date ..... Post Applied for .....	<i>Fix your latest          photograph and          sign across</i>
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**1. Personal details: Use CAPITAL LETTERS and write clearly**

<b>Name</b>						
<b>Date of Birth</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Age as on date of advertisement</b>	<b>Year</b>	<b>Month</b>
<b>Place of Birth</b>	<b>City / Village</b>			<b>State</b>	<b>Country</b>	
<b>Father's Name</b>						
<b>Mother's name</b>						
<b>Nationality</b>	<b>Gender</b>			<b>Category</b>		<b>Marital Status</b>
	<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
<b>If physical challenged, indicate relevant particulars</b>	<b>Type of Disability</b>				<b>Percentage of disability</b>	

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

	<b>Name of the Board /University</b>	<b>Year</b>	<b>Marks Obtained</b>	<b>Maximum marks</b>	<b>%age of marks or CGPA</b>	<b>Division</b>	<b>Subjects studied</b>
Matriculation (10 <sup>th</sup> )							
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			
<b>Research Projects undertaken</b>			
Major Research Projects Completed			
Major Research Projects ongoing			
<b>Research Supervisions</b>			
No. of Ph.Ds produced			
No. of Candidates enrolled for Ph.D			
<b>Participations in Seminars / Conferences/ Workshops</b>			
<b>No. of Papers presented in a national Seminars/conferences</b>			
<b>No. of Papers presented in a international Seminars/conferences</b>			

**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
<b>Name and Address</b>			
<b>Contact Address</b>			
<b>Email:</b>			
<b>Phone (landline) With STD Code:</b>			
<b>Mobile Phone no.</b>			
<b>Fax with STD code</b>			

**11. Contact Details of the Applicant:**

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

## 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 **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**

<b>Sl. No</b>	<b>Documents</b>	<b>Tick (√)</b>
1.	Matric / Secondary / High School (10 <sup>th</sup> Class) Marks Sheet	
2.	Matric / Secondary / High School (10 <sup>th</sup> Class) Certificate	
3.	Sr. Secondary / Intermediate (12 <sup>th</sup> Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12 <sup>th</sup> 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:	