

## MACS-AGHARKAR RESEARCH INSTITUTE

(A grant-in-aid Autonomous Institute of Dept. of Science & Technology, Govt. of India)

G.G.AGARKAR ROAD, PUNE – 411004 (MS)

Advt./RecP/15/2016

Applications are invited from Indian citizens for filling up of one post of **Finance & Accounts Officer** (Officer 'C'- Finance & Accounts) - [Post Code: FAO] (Un-reserved) in the PB-3 of Rs.15600-39100 + GP Rs.6600/-, TME at the minimum of basic - Rs.72,000/-(approximately). Higher starting salary may be considered in case of exceptionally qualified/experienced candidates. The selected candidate is to be appointed initially for a period of five years. The services of the appointee may be continued beyond five years based on satisfactory performance.

Educational qualifications and other requirements for post are as follows:-

**Essential:** 1. Graduate in Commerce with 60% marks; with the subjects Advance Accounting, Auditing & Costing (from a recognized University). 2. Experience in handling Finance & Accounts, Budgeting in Autonomous Bodies/Government Institutes/Reputed Organizations. 3. Five years' experience in Accounts in Government/Autonomous Bodies/Public Sector Undertakings in Grade Pay of Rs.4800/- or equivalent Post with equivalent pay scale/band in Other Sectors. **Desirable:** 1. Post-Graduate/CA/ICWA/MBA (Finance)/SAS qualifications. 2. Diploma in Taxation Laws/Degree in Law. 3. Knowledge of General Finance Rules of Government. 4. Knowledge of handling Computerized Accounts Software **General Qualifications:** The incumbent being the DDO & Chief of Finance of the Institute is expected to have leadership qualities, communication and presentation skills. **Age limit:** 45 years as on the last date for receipt of applications at the Institute. **Age relaxation:** (a) 3 years for OBCs, (b) 5 years for SC/ST candidates applying with certified copy of caste certificate issued by the competent authority and (c) 5 years for employees working in Govt./ Semi Govt./ Autonomous Bodies/ Public sector undertaking, applying through proper channel along with NOC from present employer.

Candidates fulfilling above conditions may apply in the prescribed format available on the Institute's Website (hard copy) <http://www.aripune.org>, with self-attested copies of qualifications, certificates, Caste Certificate issued by competent authority and Passport size photograph and application fees of Rs.100/- only (wherever applicable), payable by Demand Draft, in favor of **Agharkar Research Institute, Pune**, super-scribed on cover APPLICATION FOR THE POST OF FINANCE & ACCOUNTS OFFICER **before 15.07.2016**.

### General Conditions:

The Institute reserves its rights to cancel the recruitment of the post at any stage without assigning any reason. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification. The prescribed essential qualifications are bare minimum and mere possession of the same will not entitle the candidate to be called for interview. In case number of applications received in response to the advertisement is large, it may not be convenient or possible for the Institute to interview all the candidates. The Institute may restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by conducting a written test as may be necessary. Interim enquiries will not be entertained.

**Director, ARI**