

National Research Centre on Equines

Sirsa Road, Hisar-125001 (Haryana)

F. No.6-17/E/86/Vol.I/

Advt. : No. 1/11

Applications are invited for the following post:

Name of the post	Assistant Finance & Accounts Officer
No. of vacancies and reservation position	One (Un-Reserved)
Scale of pay	Rs. 9300-34800 + Rs. 4600/- Plus allowances, as per Central Govt. Rules.
Age	21-30 years as on closing date of receipt of applications.
Place of work	National Research Centre on Equines, Sirsa Road, Hisar-125001.
Qualifications	<p>Essential</p> <p>Graduation in any one of the following disciplines from a recognized university:</p> <p>a) Commerce b) Mathematics c) Statistics d) Economics e) Computer Science f) Operational Research g) Finance/Financial Management and h) Accountancy.</p> <p>Desirable:</p> <p>1. Experience of Finance & Accounts works in Central or State Government Deptt./Autonomous Bodies/Public Sector Undertakings. 2. MBA Degree and knowledge of Computerized Accounting.</p>

General information and instructions for the candidates:

- The prescribed qualifications are minimum and enhanced qualifications do not entitle candidates to be called for interview. Only shortlisted candidates will be called for written test and interview after screening of the applications by a duly constituted committee for this purpose.
- The post is under the Indian Council of Agricultural Research which will be governed by New Pension Scheme introduced by Govt. of India, w.e.f. 01.01.2004 mutatis mutandis and as amended from time to time.
- The post is temporary but likely to continue.
- A latest passport size photograph duly attested by a Gazetted Officer may be affixed on the application.
- The candidates have to pay application fee of Rs.200/- (Rupees two hundred only) in the form of crossed Demand Draft drawn in favour of ICAR Unit, NRCE payable at Hisar.
- Crucial date for determining the age limit of candidate will be the closing date of receipt of application.
- Age will be relaxed to ICAR employees as per rules.
- Candidates in service of the Central/State Govt./Undertaking/Autonomous bodies etc. should apply through proper channel.
- No TA/DA is admissible for attending interview.
- Canvassing in any form will be treated as disqualification.
- Applications should be made on plain paper giving complete biodata as per the proforma and supported by attested copies of the certificate of qualification, caste certificate and experience certificate.
- The sealed envelope superscribing "Application for the post of Assistant Finance & Accounts Officer" should reach the Director, National Research Centre on Equines, Sirsa Road, Hisar-125001 within one month from the date of publication of this advertisement.
- Application received after due date for any reason including postal delay will not be entertained.
- The Director of this Centre reserves the right to cancel the recruitment process at any stage without assigning any reasons.
- The selected candidate will be posted at National Research Centre on Equines, Sirsa Road, Hisar for the present. However appointee will be liable to serve in any institute of ICAR anywhere in India.

Administrative Officer

National Research Centre on Equines Post Box No.40, Sirsa Road, Hisar-125001

Format for the Application

- Advertisement No. _____
- Name of the post which applied :
- Name in full (in block letters) :
- Father's/Husband's name :
- Nationality :
- Date of birth (Attach proof) :
- Age as on closing date of receipt of application : Year _____ Month _____ Day _____
- Sex (Male/Female) :
- Present Postal Address : _____
- Permanent address : _____
- Whether belongs to SC/ST/OBC/PH/Ex-Servicemen category : _____
(if yes, please attach attested copy of the Caste/Category Certificate from a competent Gazetted Officer).
- Whether Registered with the Employment Exchange. Please indicate registration Number and valid up to :
- Educational/Technical qualifications :
(attach copies of certificates/mark sheet).

Recent
Photograph
of the
candidate

Sl. No.	Name of Examination	University/ Board	Years of Passing	Grade/Division & % of marks in aggregate	Subject Passed

- Experience, if any (Particulars of all previous and present employment). Please attach relevant proofs.

Name of employer (indicate Pvt./ Autonomous/Govt.)	Designation	Pay Scale/ Salary	Period From To	Remarks

- Any other information
- Declaration

I do hereby declare that all the statement in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the Director, NRCE, Sirsa Road, Hisar.

Signature of candidate

Place:

Date:

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