



ADVERTISEMENT NO. 4/2009

F.No.4(124)AFAO/09-Estt.

Applications are invited from the eligible candidates or the following posts at CPCRI, Regional Station, Vittal, Karnataka.

Name of the post: Asst. Finance & Accounts Officer

Scale of Pay : 9300- 34800 + GP Rs.4600/- + DA + TA and HRA

Age : 21-30 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules). The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category.

No. of Vacancy : One (UNRESERVED)

Place of working: CPCRI, Regional Station, Vittal, D.K., Karnataka

Qualification:

Essential	Desirable
Post-Graduate in any one of the following disciplines with first division (60% in aggregate) from a recognized University: Commerce/Mathematics/Statistics/Economics/Computer science/Operational Research/Finance/Financial Management/Accountancy	1. Experience of Finance & accounts work in Central or State Government Deptt./ Autonomous Bodies/Public Sector Undertaking. 2. MBA Degree and knowledge of Computerized Accounting

General Instructions

1. Age limit will be applicable as on closing date of receipt of application.
2. Applications should be submitted strictly as per attached proforma, neatly typewritten/computer types alongwith 2(two) passport sized photographs.
3. The Institute has the right to fix criteria for screening the application so as to reduce the number of candidate to be called for interview.

4. The selected candidate is governed under the “New defined Contributory Pension Scheme” and governed by ICAR Rules applicable from time to time.
5. Unemployed SC/ST candidates called for written test/interview for the post will be paid traveling expenses equivalent to second class railway fare as per GOI rules
6. **Original certificates and mark sheets should not be submitted alongwith the application** but should be brought if and when called for selection process. Attested copies of certificates regarding age, educational qualification, experience and caste etc. should however, be submitted along with the application.
7. When called for written test/interview, the candidate will have to appear at a place and date(s) to be notified in due course.
8. **Application received after the due date for whatsoever the reason including postal delays will not be considered**. No correspondence will be entertained with the candidate for being called for written test/interview. Canvassing in any form will disqualify the candidate for the post applied for.
9. The last date for receipt of the application is 30 days from the date of publication of the advertisement in the “Employment News”. Candidates applying for the posts will have to super scribe the envelope “Application for the post of AFAO” addressed to the Director, CPCRI, Kasaragod, PO Kudlu 671 124, Kerala.
10. The appointment will be on temporary but likely to continue.
11. Those already in Govt. Service should forward their applications through proper channel.
12. Please visit our web site for more details: <http://cpcri.gov.in>. or <http://bioinfpcpri.org>.

FORMAT OF APPLICATION

To The Director CPCRI, Kasaragod, PO Kudlu-671 124, Kerala		Photograph				
S.No.	Particulars					
1	Advertisement No.					
2	Name of the Post					
3	Name in full (Mr/ Mrs/Miss) (in Block Letters)					
4	Father's/Husband's name					
5	Address for correspondence with pin code					
6	Permanent address (with pin code)					
7	Date of birth (in Christian Era as recorded in the Matriculation/School Leaving Certificate) and age as on closing date of application.					
8	Nationality					
9	Whether belongs to SC/ST/OBC/Ex. Servicemen /PH (Attested copies of such certificate from the Competent Authority should be enclosed)					
10	Educational qualification (<u>Attested copy of certificate in proof to be enclosed</u>)	Subject	Year of passing	% of marks		
11	Experience if any:					
	Office/Institute/ Organization	Post held	From	to	Scale of pay and basic pay	Nature of duties
12	Professional qualification, if any					
13	Additional information, if any which you would like to mention in support of your suitability for the post					
14	List of enclosures					

Declaration:

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect my candidature/application may be cancelled/terminated without any notice.

Signature of applicant with date

Certificate in the case of employees:

TO BE CERTIFIED BY THE EMPLOYER

1. Certified that the information furnished above are verified from the service records of the candidate and found correct.
2. Certified that no Vigilance or disciplinary case is pending or being contemplated
3. Certified that no minor/major penalty has been imposed on him during the last ten years.
4. Copies of ACR Dossiers for the last five years are enclosed.

Place:

Date:

Signature with seal of Employer