

Minor Revision done at serial no 8 & 11 on 14 March 19- see revised advertisement below



Narēdra Deva University of Agriculture & Technology
Kumarganj, Ayodhya-224229 (U.P.)

Advertisement No. 4/2019

Applications are invited from eligible candidates for the post: (1) **One** post of Administrative Officer (2) **Three** post of Assistant Administrative Officer (3) **Two** post of Assistant Comptroller (4) **One** post of Accounts Officer (5) **Two** post of Assistant Engineering (Electrical-01 post/Civil-01 post) (6) **One** post of Chief Manager (Farm) (7) **One** post of Exhibition Officer (8) **One** post of Deputy Store Purchase Officer (9) **One** post of Deputy Registrar (10) **One** post of Medical Officer (Man) (11) **One** post of Secretary to V.C. Details of requisite qualifications, processing fee, proforma etc. can be downloaded from the University website www.nduat.org Applications on prescribed proforma must reach to Director, Administration & Monitoring through Registered/ Speed post on or before **08 April, 2019**.


Director

Administration & Monitoring



**Narendra Deva University of Agriculture & Technology
Kumarganj, Ayodhya-224229 (U.P.)**

Advertisement No. 4/2019 (REVISED)

Applications are invited on prescribed proforma for filling up the following posts through direct recruitment. The provisions of reservation for OBC and SC/ST will be as per U.P. Government rules. The application fee (non refundable) of Rs. 1000.00 for General and OBC candidates and Rs. 500.00 for SC/ST candidates shall be payable only through Bank Draft in favour of **COMPTROLLER, NARENDRA DEVA UNIVERSITY OF AGRICULTURE & TECHNOLOGY, KUMARGANJ, AYODHYA-224229** payable at SBI Pithla Branch (Code No. 6925). The applications complete in all respect alongwith the attested copies of the testimonials/certificates should reach to the **Director, Administration & Monitoring, N.D.U.A & T, Kumarganj, Ayodhya-224229 (U.P)** on or before **08 April, 2019** through registered/speed post only. In-service candidates must send their applications through proper channel within one month from last date. However an advance copy should reach within time to the office of undersigned without any delay. Separate application is required for each post. Application Proforma can be downloaded from the university website: **www.nduat.org**. Two self addressed envelopes (23x10cm) bearing stamps of Rs. 42.00 (Rs. Forty two only) each, must be enclosed with the application form. **The "Advertisement No." and "Name of the post applied for" must be indicated on the envelope containing application form.**

1) Administrative Officer- 01 Post: UR-1

Pay Scale Rs. 15600-39100 GP 6600(Pre-revised)

Essential Qualifications: -

Atleast a graduate with 5 years experience general administration in Govt./University etc. Experience of accounts and legal matter will be desirable.

2) Assistant Administrative Officer- 03 Post: SC-1, UR-1, OBC-1

Pay Scale Rs. 15600-39100 GP 5400(Pre-revised)

Essential Qualifications: -

Atleast a graduate with 10 years experience as work concerning Administrative matter in any organization / institution of repute. Experience of handling matters related to establishment/accounts is essential.

3) Assistant Comptroller- 02 Post: UR-1, SC-1

Pay Scale Rs. 15600-39100 GP 5400(Pre-revised)

Essential Qualifications:-

Atleast a graduate (Commerce) with 10 years experience of Accounts works including minimum of 3 years as Accounts Officer/Asstt. Account Officer a minimum of 5 years as Accountant in Govt./Semi Govt./ Organization/University or Chartered Accountant with at least 3 years experience. Passing of S.A.S. examination will be additional qualification or equivalent.

4) Accounts Officer- 01 Post: UR-1

Pay Scale Rs. 15600-39100 GP 5400(Pre-revised)

Essential Qualifications:-

Atleast a graduate (commerce) with 10 years experience of Accounts work including a minimum of 3 years as Assistant Accounts Officer/minimum of 5 years as accountant in Govt./Semi Govt./ Organization/ University or Chartered Accountant with at least 3 years experience. Candidates who have passed SAS examination will preferred or equivalent.

5) Assistant Engineer (Electrical-01 post/Civil-01 post)- 02 Post: OBC-1, UR-1

Pay Scale Rs. 15600-39100 GP 5400(Pre-revised)

Essential Qualifications:-

Atleast Graduate in Electrical /civil engineering of recognized university. Preferably with two years experience of Electrical / civil work in the Govt./Semi Govt./University or any reputed organization.

6) Chief Manager (Farm)-01 Post: OBC-1

Pay Scale Rs. 15600-39100 GP 5400(Pre-revised)

Essential Qualifications:-

Atleast second class B.Sc.(Ag.) and M.Sc.(Ag.) degree from recognized university. Atleast 10 years experience of managing operation and administration of a mechanized/research farm. Experience of quality Seed Production/Processing in any University/Institution will be desirable.

7) Exhibition Officer- 01 Post: UR-1

Pay Scale Rs. 15600-39100 GP 5400(Pre-revised)

Essential Qualifications:-

Master's degree in any subject with 10 years experience of planning, organizing Kisan Melas, field days, Krishak Gosthies and exhibition including 5 years experience of operative and maintaining. A.V. equipment and ability to develop models, charts, board, banners etc.

8) Deputy Store Purchase Officer- 01 Post: OBC-1

Pay Scale Rs. 15600-39100 GP 5400 (Pre-revised)

Essential Qualifications:-

Atleast Graduate with 5 years experience in a purchase organization of Govt./Semi Govt. on a responsible position and having through knowledge of store purchase procedure.

9) Deputy Registrar - 01 Post: SC-1

Pay Scale Rs. 15600-39100 GP 5400 (Pre-revised)

Essential Qualifications:-

1. Atleast Graduate with 3 years experience of working in a University Office or in an Institution equivalent to a University.
2. **Preferential Qualification:**
Post Graduate candidates having experience of working an Institution having course credits trimester / semester system of education will be given preference

10) Medical Officer (Man)- 01 Post: UR-1

Pay Scale Rs. 15600-39100 GP 5400(Pre-revised)

Essential Qualifications:-

M.B.B.S. degree from a recognized University with 1 year internship. Candidate must be registered in State Medical Board. Those candidates who have degree or Diploma in Gynecology and Obstetrics subject will be given preference. Residential and other facility will also be given as per rule of the University.

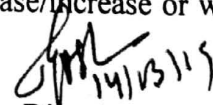
11) Secretary to VC- 01 Post: UR-1

Pay Scale Rs. 15600-39100 GP 5400(Pre-revised)

Essential Qualifications:-

Atleast Graduate, preferable a Post Graduate having a smart personality able to maintain liaison with various departments and officers of the University and also capable of maintaining contacts with other Govt. departments. The candidates should be able to handle correspondence of secret and confidential natures. He should also be able to assist the Vice Chancellor in administrative matters.

A separate application for each post shall be submitted. The suitability of candidates will be decided as per University/State Government rules and 5 top ranking candidates for each post will be called for interview. No TA/DA will be paid for attending the interview. The Application Form can be downloaded from university website: www.nduat.org. The University reserves the right to decrease/increase or withdraw the posts.


Director

Administration & Monitoring



Application for Non-teaching post

**NARENDRA DEVA UNIVERSITY OF AGRICULTURE & TECHNOLOGY
KUMARGANJ, AYODHYA-224229(U.P.)**

1. (a) Name of the post with item No.....
- (b) Pay Scale.....
- (c) Advertisement No.....
- (d) Bank Draft No.....Date.....Amount.....

*Affix Signed
PASSPORT SIZE
PHOTOGRAPH*

2. Name in full (IN BLOCK LETTER):.....
(State whether Smt or Km in case of women candidates)

3. Father's/Husband's Name.....

4. (a) Present postal address in full.....

.....

.....

Mobile No.....Email ID.....

(b) Permanent home address.....

.....

.....

Mobile No.....Email ID.....

5. Date of birth in words and figures:
(Supported by Matriculation/equivalent certificate)

6. Place of birth (Town/Village/State).....

7. Nationality.....

8. Do you belong to Scheduled Caste/Tribes/Other.....
Backward Class? If so, Certificate from competent
authority should be attached.

9. Give particulars of all the examinations passed and qualifications obtained (Commencing with the matriculation or equivalent examination and duly supported by attested copies of the certificates/degrees and mark sheets)

| Sl. No. | Examination Passed | Div./ OGPA | % of marks obtained | Subject | Year | Board/ University | Distinction achieved |
|---------|--------------------|------------|---------------------|---------|------|-------------------|----------------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |

10. Participation in Co-curricular activities and distinctions achieved alongwith evidence

.....

11. The details about the previous and present employment/work experience:

| Sl. No. | Post held | Period with dates | | | Scale of pay | Nature of duties in brief | Employer |
|---------|-----------|-------------------|----|--------------|--------------|---------------------------|----------|
| | | From | To | Total period | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |
| | | | | | | | |
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12. Additional Remark: Applicants may mention here any special qualification or experience, not covered above. If the space below insufficient for this purpose, please give full particulars on a separate sheet of a paper and attach it to this application form inserting here a reference to the sheet attached.

13. Have you ever been arrested/prosecuted/convicted by a Criminal Court? If so, give details.

14. In case selected for appointment, will you please execute a bond to serve this University for a specified period?

15. Give particulars of two responsible persons who are familiar with work & conduct.

| Sl. No. | Name | Occupation or position | Address |
|---------|------|------------------------|---------|
| 1. | | | |
| 2. | | | |

16. Declaration to be signed by the Candidate:

“I hereby declare that the entries in this application form are true to the best of my knowledge and belief and also that I have not concealed any fact or withheld any information regarding my past service and records and that if any of the information’s give above is found to be false or incorrect or that if any thing is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation”.

PLACE.....

SIGNATURE.....

DATE.....

FULL NAME.....

&

ADDRESS.....

Remarks of the Present Employer

(In the case of those who are already in service)

The applicant Sri/Smt./Km./Dr.....is holding a permanent/ temporary post of..... in scale of pay and gratuity Rs..... fromto..... and his/her present basic pay is Rs.....per month. His/her application is forwarded and he/she will be relieved in case he/she is selected for the post applied for:

Date.....

Place.....

Name Designation of the Office (With official seal)