

**University Institute of Technology
The University of Burdwan
Golapbag (North), Burdwan 713 104**

Applications are invited from Indian Citizens for recruitment to the following post in the prescribed form to be downloaded from the UIT Website: www.buruniv.ac.in/uit

Completed application in the prescribed form along with photocopies of all credentials must reach to the office of the Principal, University Institute of Technology, Burdwan University by 01.12.2015 (through proper channel, in case of already employed candidates). No TA/DA is admissible for appearing at the interview. It should be noted that possession of minimum eligibility shall not confer any right to be called for interview. Incomplete applications will be rejected. Selection need not be confined to those who apply formally.

Account Officer: 01 No. post (UR) (Pay Band: Rs. 15600 - 39100 + G.P. Rs. 6000/-)

Qualification & Experience:

(a) Essential:

- (i)** Uniformly good academic record with a B+ Master's Degree or its equivalent.
- (ii)** At least 5 years' experience involving supervision, control, planning and management of accounts and audit.

Or

- (iii)** Preparation of Budget in a Government/ quasi-Government organization or University/Institute of Higher Learning.
- (iii)** Age not below 30 years. Relaxable in the case of exceptionally qualified candidates.

(b) Desirable:

Membership of Institute of Cost and Chartered Accountants of India or a Degree or Diploma from a recognized Institute of Management or passed S.A.S. Examination. The requirement of Master Degree will be waived in the case of candidate with good academic record having at least 10 years' working experience in senior position in any University or Institute of Higher Learning involving budgeting, maintenance of Accounts and Audit.

The candidate has to require performing some administrative works as assigned by the appropriate authority.

Last date of receipt of application by person / post: 01.12.2015

The decision of the Authority will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process, etc. No enquiry/correspondence will be entertained in this regard.

N.B.: Those who applied earlier for the post of Account Officer, UIT, BU against the advertisement (vide no. UIT/014/P-125, dt. 28.04.2015) need not to apply but they may submit their respective updated CV only.

Sd/-
Teacher-in-Charge, UIT, BU