



**OFFICE OF THE REGISTRAR
MAJULI UNIVERSITY OF CULTURE**

Majuli, Assam- 785104
Email: mucmajuli19@gmail.com

No. MUC/Recruit-86/2023/1179

Dated. Majuli the 6th of July 2023

ADVERTISEMENT

Majuli University of Culture invites applications from eligible Indian citizens for the posts of **Finance & Accounts Officer** and **Internal Auditor**, Majuli University of Culture, Majuli, Assam. The last date of receipt of filled-in applications is **24/07/2023**. Applications will be received by the Office of the undersigned during the working hours. The same may also be posted to the address- *'The Registrar, Majuli University of Culture, Transit Campus, Chitadarchuk, Garamur, Majuli -785104'*. However, the University will not be responsible for any postal delay.

For detailed information, other terms and conditions and application form, interested candidates may visit the University website: www.muoc.ac.in.

Issued with due approval.


6/7/2023
Registrar

Majuli University of Culture
Majuli, Assam.
Registrar
Majuli University of Culture
Majuli

No. MUC/Recruit-86/2023/1179(A-F)

Dated. Majuli the 6th of July 2023

Copy to:

1. The Hon'ble Vice-Chancellor, Majuli University of Culture, Majuli, for favour of kind information.
2. The Director of Higher Education, Govt. of Assam, for favour of kind information.
3. The Finance & Accounts Officer, MUC, for favour of kind information.
4. The Advertisement Manager, The Assam Tribune, with a request to publish this advertisement notice.
5. The Advertisement Manager, The Dainik Janambhumi, with a request to publish this advertisement notice.
6. The Website In-charge, MUC, for uploading the advertisement in the Website of the University.
7. Office file for record.


6/7/2023
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Majuli, Assam.
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PART I: DETAILS OF THE POST:

Sl. No.	Name of the Post(s)	No. of Post (s)	Pay Band	Age limit	Reservation Category
1.	Finance & Accounts Officer (Five Year Term Post) <i>* The post is renewable for another 5 years if not exceeding the age of 60 years or whichever is earlier.</i>	1	Rs. 78,800/- - Rs. 2,11,500/-	As per Rule	UR
2.	Internal Auditor	1	Rs. 22,000-97,000/- G.P. 9,100/-		UR

PART II: DETAILS OF THE EDUCATIONAL AND OTHER QUALIFICATIONS AND EXPERIENCE REQUIRED:

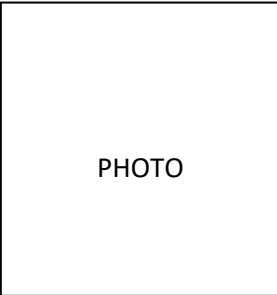
Sl. No.	Name of the Post	Educational qualification, desirable qualification, experience, etc.
1.	Finance & Accounts Officer	<p>(i) Must have at least a high second-class Master's Degree in Commerce/ Financial Management with at least 55% marks or with equivalent Grade, or CGPA proportionate to that. Or should have professional qualifications in Finance/Accountancy from the Institute of Cost and Works Accounts of India (ICWA) or from the Institute of Chartered Accountants of India (ACA/FCA).;</p> <p>(ii) A Doctorate Degree from a recognized University or equivalent published work or contribution in the field of Financial planning and administration in higher educational institutions or reputed Public or Private companies;</p> <p>(iii) At least 15 years' experience in the officer's grade in the finance and accounts department in a University or Financial Organization of Government Department. Preference will be given to candidates possessing adequate administrative experience at management level in Finance & Accounts work or Business Organization of repute or in University or Government Department for at least 10 years.</p> <p>(iv) Qualifications and experiences may be relaxed in case of otherwise exceptionally good applicants in calling for interview and making recommendations to the Board of Management.</p>
2.	Internal Auditor	<p>(i) A Bachelors Degree in Commerce with major in Accountancy.</p> <p>(ii) Uniformly good academic record.</p> <p>(iii) Experience of auditing in A.G. Office/Director of local Accounts/reputed C.A. firm/ auditing and accounting in any University for a minimum period of Five years.</p> <p>(iv) Ability to work with computer shall be essential.</p>


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PART-III: APPLICATION PROFORMA

**MAJULI UNIVERSITY OF CULTURE
PROFORMA FOR APPLICATION**



- 1. Applied for the Post :.....
- 2. Name of the Applicant (Block Capital) :
- 3. Present Address :
- 4. Permanent Address :
- 5. Father's Name :
- 6. Place of Birth including Police Station and District & P.O. :
- 7. Email :..... Phone No.....
- 8. Are you citizen of India :
- 9. Educational qualification and also the :
- 10. Other Qualifications :
- 11. Community :
- (a) State your religion :
- (b) Are you a member of Schedule Caste/ Schedule Tribe (Answer 'Yes or No') If 'Yes' give particulars supported be a certificate copy of which should be enclosed :
- 12. Age on 1st January 2023 (accordingly to H.S.L.C certificate copy of which should be enclosed) :
- 13. Present occupation (if any) :
- 14. Previous appointment held (if any) :
- 15. Are you trained in or a member of the National Cade Crops of Territorial Army or trained Home Guards and Civil Defence Volunteers, if so give particulars:
- 16. Employment Registration No. (if any) :
- 17. Declaration:
I am candidate for the post and the statements stated above are true to the best of my knowledge and belief. In case of any false statement, I am liable to any action the University deems fit and proper.
A Demand Draft/ Transaction ID No.of Rs. is attached herewith.

Date:
Place:

Signature of the Candidate

PART-IV: PARTICULARS OF ALL EXAMINATIONS PASSED

Sl. No.	School / College / Institute	Name of the Board / University / Institution	Degree / Diploma passed / obtained	Distinction / Class / Division	Subject (mention field of specialization / major, if any)	% of Marks obtained	Date of passing

PART-V:

(a) PARTICULARS OF NET/SET/Ph.D. (Under new regulations of UGC) CLEARANCE

Name of the Test	Year	Roll No.	Subject

(b) Details of employment, if any (give here particulars of your past and present employment in chronological order starting with present employment):

Sl. No.	Organization / Institution	Position held	Nature of duties / work	Date of joining	Date of leaving	Length of service	Pay scale	Additional remarks about experience, if any.

(c) Details of enclosures sent with this application form:

- | | |
|-------|-------|
| i) | ii) |
| iii) | iv) |
| v) | vi) |
| vii) | viii) |
| ix) | x) |
| xi) | xii) |
| xiii) | xiv) |

(d) **Forwarding note of the Employer:**

Certified that.....has been an employee of (Name of the organization) since (date) and at present working as Information given by the employee in Part-A, Part-B, and Annexure –II is correct to best of my knowledge.

This organization has no objection to his / her applying for the position of at Majuli University of Culture.

Memo No.

Signature:

Date:

Designation:

Place:

Name of the organization

POINTS TO BE NOTED BY THE APPLICANT

1. **Application form:** Prescribed application form is available in the website www.muoc.ac.in. The candidates may download the application form from the above website. Applications in any other form will not be accepted.
2. **Application Fees & Last date:** Candidates will be required to pay an amount of Rs. 1000/- (Rupees One thousand) only by Demand Draft or Online Payment mode (*with Draft / Payment Receipt*) in favour of the **Registrar, Majuli University of Culture, Majuli** payable at **Punjab National Bank, Garamur Branch, A/c No. 2200010048301, IFSC: PUNB0220020**, as application fees for the post.
3. Complete applications in the prescribed form along with necessary enclosures must reach “**The Registrar, Majuli University of Culture, Transit Campus, Chitadarchuk, Garamur, Majuli -785104**” on or before **24/07/2023**. The envelope containing the application form must indicate the name of the **Post and Advertisement No.**
4. Those who are in service should submit their applications through proper channel or may submit a **NO OBJECTION CERTIFICATE** from the employer.
5. Attested copies of Mark sheets, Birth Certificate, Educational Certificates and Experience Certificates etc. must be attached to the application. Incomplete application or application without relevant enclosures will be rejected.
6. Stringent criteria may be applied while short listing the applications. Only short listed candidates will be called for interview. The University reserves its right to limit the total number of candidates to be called for interview.
7. The University reserves the right to withdraw any advertised post at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
8. University will not be responsible for late/non-receipt of call letters for test/interview due to postal delay.
9. Candidates if found indulging in canvassing in any form will be disqualified.
10. Candidates will have to appear before the Selection Committee for an interview at their own cost when called for.
11. Applicants are directed to strictly read these conditions and submit their applications only after accepting these terms and conditions.
12. A candidate selected for a post must be medically fit physically and mentally. A certificate to that effect duly signed by the Joint Director of Health Services of the district concerned or a Government Medical Officer, shall have to be produced by the person who is appointed to a post before / she is allowed to join.
13. Application(s) received after the last date as mentioned in the advertisement shall not be endorsed
14. No TA/DA will be admissible to the applicants for appearing in any interview/written test etc
15. Canvassing in any form will lead to disqualification of the candidate.

16. Applicants must fill-in all the parts, as the case may be, of the application form. Incomplete applications in any form shall be summarily rejected. A list of enclosures must be furnished as provided in the application form.
17. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
18. A certificate about good character from the Head of the Institution last attended or served shall ordinarily accompany an application for any post of if he / she is not already in service of the University.
19. All applications irrespective of any category shall be scrutinized by a Screening Committee for short-listing the number of candidates. If found incorrect or deficient in any form in supplying any information required such applications shall be outright rejected.
20. Mere fulfillment of the minimum eligibility criteria shall not entitle an applicant for consideration for any test/interview. The decision of the Screening Committee(s) for short-listing the candidates shall be final.
21. The University reserves the right to cancel any application at any stage on its own reason. It also reserves the right to relax any qualification of any candidate if he/she is found to be exceptionally meritorious or otherwise deemed to be essential for the University.
22. All posts irrespective of any category shall remain purely temporary till they are confirmed after a minimum of one year's probation period which may be extended if necessary.


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ADDRESS FOR SENDING THE FILLED IN APPLICATIONS:

**“THE REGISTRAR, MAJULI UNIVERSITY OF CULTURE, TRANSIT CAMPUS,
CHITADARCHUK, GARAMUR, MAJULI -785104”**

CANDIDATES SHOULD SEND THEIR DULY FILLED UP APPLICATIONS COMPLETE IN ALL RESPECTS TO THE ABOVE ADDRESS THROUGH ***SPEED POST OR REGISTERED POST ONLY***

LAST DATE FOR RECEIPT OF APPLICATIONS- 24/07/2023

CONDITIONS TO BE FULFILLED AFTER APPOINTMENT:

1. A person appointed to any post mentioned in this advertisement shall join within one month from the date of issue of appointment order, failing which the appointment order is liable to be cancelled, provided that in exceptional circumstances, the Vice-Chancellor may extend this period.
2. Before a person appointed to a post joins in his / her post, he / she shall execute an agreement with the university that he / she shall strictly abide by the provisions of the Acts, the Statutes, Ordinances, Rules and Regulations.
3. Every person appointed permanently to a post shall be on probation for a period of one year. Provided that the period of probation may, for good and sufficient reasons, be extended by the Board for further period.
4. Every person appointed permanently to a post, on satisfactory completion of his / her period of probation, shall be confirmed in the post.



Registrar

Majuli University of Culture

Majuli, Assam.

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