

Recruitment Rules for the post of Assistant (Finance)

1	Name of the Post	Assistant (Finance)
2.	Number of Posts	26
3.	Classification	Ministerial Post, Group 'C'
4.	Scale of Pay	Pay Band of Rs.5200-20200 with a Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Not Applicable for Direct Recruitment/ Deputation/Absorption. By Selection in case of Promotion from Junior Assistant.
6.	Age limit for direct recruits	<i>Age: Not more than 35 years.</i> (Relaxable up to 2 years by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruits	<i>Essential:-</i> <i>Educational Qualification:</i> A Bachelor's Degree from a recognized University with a minimum aggregate of 50% marks or its equivalent grade in Commerce or Mathematics or Statistics. <i>Desirable:-</i> Working knowledge of Information & Communication Technology, particularly in Accounting Software.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees / Deputationists/ Absorption?	Promotion: Age: No Educational and other Qualification: A Bachelor's Degree from a recognized University in Commerce or Mathematics or Statistics. Deputation: Age: Not more than 40 years Educational Qualification: Yes. Absorption: Age: Not more than 43 years. Educational Qualification: Yes (Age limit for Deputation/Absorption relaxable up to 2 years by Vice Chancellor in deserving cases)
9	Period of Probation, if any	Two years for Direct Recruitment only
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and	By Direct Recruitment/Promotion/ Deputation/ Absorption.

	percentage of the vacancies to be filled by various methods.	Direct Recruitment will be done through an Online Screening Test. (There will be no Interview). Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.
11	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Promotion: From Junior Assistants with 5 years of regular service in the Finance & Accounts wing with a Bachelor's Degree from a recognized University in Commerce or Mathematics or Statistics. Deputation: A person holding analogous post on regular basis (or) at least 5 years' experience as Junior Assistant or equivalent post working in the Pay Band of Rs.5200-20200 with a Grade Pay of Rs.1900 in the Finance & Accounts wing in any Central/ State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc. Absorption: A Deputationist who has worked as Assistant satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization. The same educational qualification as in the case of direct recruits shall apply for Deputation/ Absorption.
12	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	(i) Registrar as Chairperson. (ii) Two nominees of the Vice Chancellor.
13.	Age of superannuation	60 years. For Deputationists, relevant age of the Sponsoring Department/Agency will apply.
14.	Remarks	(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time. (2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates. (3) The Vice Chancellor is authorised to devise an appropriate Computer-based (Online) Screening Test.

