Eligibility Criteria for the post of Assistant Registrar (Finance) as per Recruitment Rule

1.	Name of Post	Assistant Registrar (Finance)
2.	Classification	Group A
3.	Scale of Pay	On initial appointment, pay shall be fixed in the Pay Matrix Level -10 as per 7th CPC (being corresponding pay level to Pay Band of Rs. 15,600 – 39,100 with Grade Pay of Rs 5400). After completing 8 years of service in this Pay Matrix, he will move to the next pay matrix level-11 of 7th CPC (being corresponding pay level of Grade Pay of Rs 6600 within the same Pay Band, but shall continue to be designated as Assistant Registrar (Finance)/ Internal Audit Officer).
4.	Age limit for direct recruitment	Age: Not more than 40 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases).
5.	Educational and other qualifications required for direct recruitment for Assistant Registrar (Finance).	**Essential:** (i) A Master's Degree in Commerce with at least 55% marks or its equivalent grade or a Bachelor's Degree with CA/ICWA; the degree should be from a recognized University. (ii) At least three years of experience in an office in the Finance and Accounts wing. <u>Desirable:</u> Good knowledge of Information & Communications Technology, especially in Accounting software.
6.	Period of probation, if any	Two years for Direct Recruitment only
7.	Method of recruitment	Direct Recruitment will be done through ONLINE Screening Test and Personal Interview. Persons whohave qualified in the Screening Test alone will be called for the Personal Interview.
8	Age of Superannuation	60 years.
9.	Remarks	(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD/Ex-SM 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.