



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
ANDHRA PRADESH
(Established through Act No.18 of 2008)

Notification No. RGUKT/Estt/FO/Advt-I/2020

Dt. 07.01.2020

Rajiv Gandhi University of Knowledge Technologies (RGUKT) invites applications in the prescribed form for the post of **Finance Officer** to the following campuses located in the Andhra Pradesh.

1. RGUKT Headquarters
2. RGUKT Nuzvid campus, Nuzvid, Krishna District
3. RGUKT RK Valley campus, Idupulapaya, Vempalli, Kadapa District
4. RGUKT Ongole campus, Prakasam District
5. RGUKT Srikakulam campus, Etcherla, Srikakulam District

The soft copy of the application form may be downloaded from our website i.e, www.rgukt.in. The applicants are requested to refer to the **Act 18 of 2008** and G.O.Ms.No.22, Higher Education (UE.1) Department, Govt. of A.P. dated 04.04.2013 for roles and responsibilities for the post of Finance Officer.

The applicants, who wish to apply for more than one campus, need to apply separately for each campus.

Candidates working with the Government finance departments, Treasuries, Universities, both state and private including deemed to be Universities, candidates working with Government and public limited companies having Commerce / Management / Economics / Mathematics back ground not below the rank of Deputy Director or equivalent position are eligible to apply. The salary will be fixed as per University/State Government norms.

The applicants are required to make note of the following stipulations while sending the Bio-data:

1. Applicants should sign on a consolidated sheet of information and enclose the following documents mandatorily along with the Bio-data. If the documentary proofs are not enclosed, such applications of the applicants will not be considered without any further notice.
 - (i) Documentary proof of designation and date of retirement – Proof in the form of proceedings (or)
 - (ii) Certificate signed by the Head of the department indicating the following:

- a) Date of Birth
 - b) Date of appointment as Deputy Director of Treasuries & Accounts Service
 - c) Date of appointment as Deputy Director of State Audit Department
 - d) Date of appointment as Dy. Pay & Accounts Officer of Pay & Accounts Office
 - e) Date of appointment as Pay and Accounts Officer of Works Accounts Service
 - f) Deputy Registrars in the Universities
 - g) Total length of service in present Designation
 - h) Total left over service before superannuation
 - i) Date of superannuation
2. The applicants should follow the following structure in compiling the bio-data.
- (i) Bio-data with the list of details of each component in the sequence of columns of excel sheet and additional information, if any.
 - (ii) A separate index sheet indicating the category of each component and followed by enclosures.
3. Applicants should sign on each page of the bio-data (not enclosures) and send Bio-data and enclosures in the form of spiral binding in the format prescribed in point 2.
4. Applicants are required to send the filled-in sheet in excel form (not PDF or any other form) to the email prescribed with "Applicant name as the file name" to ***chancellor@rgukt.in***.

Candidates should submit **three sets** of application with detailed bio-data highlighting achievements, academic and administrative experience in the prescribed format. The filled-in applications should reach the address given below on or before ***5.00 PM on 07.02.2020***.

***The Office of the Chancellor
Administrative Building (I3-Block)
RGUKT Nuzvid campus
Nuzvid, Krishna District,
Andhra Pradesh - 521202***

Note: University is not responsible for any postal delay.

Date : 07.01.2020
Place: Nuzvid

Office of the Chancellor
RGUKT-AP