



WADIA INSTITUTE OF HIMALAYAN GEOLOGY
(An Autonomous Institution of Department of Science & Technology, Government of India)
33, General Mahadeo Singh Road
DEHRA DUN - 248 001

No.: General Recruit/F&AO/WIHG/2016-17-Vol-II/Estt.

Dated: 20-09-2016

ADVERTISEMENT NOTICE

The Institute invites applications from eligible Indian citizens for the following post:-

- 1. Name of Post** : Finance & Accounts Officer – 01 Post
- 2. Scale of Pay** : PB – 3: ` 15,600-39,100 + Grade Pay ` 6,600/-
- 3. Age limit** : (1) Below 45 years as on the date of advertisement for Direct Recruitment. (Relaxable by 5 years for departmental candidates)
(2) Maximum 56 years as on the date of advertisement for Deputation.
- 4. Essential Qualifications** : (1) A 1st class or high second class graduate degree from a recognized University, preferably in Commerce with advanced Accountancy/auditing as major subjects.
(2) 15 years experience of which atleast 5 years should be in the next lower grade as Budget/Finance/Accounts Officer in Central Govt. Deptt./Autonomous Body or Public Sector Undertaking.
- 5. Desirable Qualifications** : (1) Master's Degree in Commerce.
(2) Diploma in Cost and Works Accounts/C.A.
(3) S.A.S.
(4) Knowledge of Computer Aided Management.

IMPORTANT INFORMATION/CONDITIONS/INSTRUCTIONS:-

- (i) The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this regard. A panel of candidates found suitable may be prepared. Institute reserves the right to fill or not to fill any vacancy arising during the validity of the panel from such panel prepared.
- (ii) Age relaxation as per the Govt. of India rules.
- (iii) Requirements for the post may be relaxed by the Institute in respect of outstanding candidate(s).

Contd... on page 2/-

- (iv) Selected candidate (On Direct Recruitment) will be appointed initially on probation basis. Continuation of his/her service will depend on satisfactory clearance of probation.
- (v) Candidates will also be considered for appointment on deputation basis subject to fulfillment of qualification criteria's. The tenure of deputation will be maximum period of three years. Application for consideration on deputation basis MUST be routed through proper channel and should be accompanied by the attested copies of ACRs/APARs for the last five years and vigilance and Integrity certificate.
- (vi) Selected candidate not having working knowledge of Rajbhasha, Hindi will have to acquire working knowledge of Hindi before clearance of his/her probation period. The candidate selected to this post, if not already working on a pensionable post, will be governed by the New Pension Scheme. Pension scheme to the candidates already working on pensionable posts will be allowed on receipt of prorata leave salary & pension benefits from their present organizations.
- (vii) Additional information, if any, in support of candidate's suitability for the post, may be mentioned in a separate sheet, duly authenticated by the candidate with his/her signature, if the space is insufficient on the Application Proforma.
- (viii) Only selected candidate will be informed about his/her selection in due course on completion of his/her selection process and no other correspondence on the subject will be entertained.
- (ix) Institute will not be responsible for late/non receipt of call letters for interview due to postal delay.
- (x) Canvassing in any form will lead to disqualification.
- (xi) Candidates working in Govt. Establishments, Public Sector Undertakings, Universities and Autonomous Bodies should apply through proper channel. In case an advance copy of application is submitted and application through proper channel is not received, the candidate called will be allowed to appear for an interview only if he/she brings a No Objection Certificate from his/her present employer.
- (xii) Separate application is required if any candidates wish to apply for both the categories i.e. on Direct Recruitment or Deputation basis.

The Prescribed Application Proforma for the above post is available on our Website www.wihg.res.in Interested candidates can download the Application Proforma from our Website and submit their applications preferably by speed post, only in the prescribed Proforma alongwith self attested photocopies of certificates and marksheets in support of educational qualification to the **Registrar, Wadia Institute of Himalayan Geology, 33, General Mahadeo Singh Road, Dehradun-248001 (Uttarakhand)** latest by 4:00 p.m. on **13.10.2016**. Applications not submitted in the prescribed format will not be considered. Applications received after the scheduled closing date or not accompanied by required certificates/documents or otherwise found incomplete, unsigned and not as per any of the conditions of this advertisement will be liable to be rejected. Late or delayed applications will also not be considered.

REGISTRAR

12. Details of previous and present employment:-

Sl. No	Name of Organization (Give complete address)	Post held	From	To	Pay scale/ emoluments	Nature of duties

(Details of previous employment and experience in the relevant field (Attested true copy to relevant experience certificate must be submitted with the application).

13. Whether belong to reserved category (SC/ST/OBC) : _____

14. Additional information, if any : _____

15. No. of enclosures attached : _____

16. Declaration to be signed by the candidate:

I hereby certify that I have gone through the advertisement notice carefully and declare that the entries in this form are true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any false details, my appointment shall be liable to be summarily terminated without notice or compensation.

Dated:

Signature of the applicant

It is certified that:-

- (i) The above mentioned particulars furnished by Sh./Smt./Km. has been verified and found to be correct.
- (ii) There is no vigilance case pending/contemplated against him/her.
- (iii) Attested copies of complete ACR dossiers for the last 5 years (attested on each page) are enclosed.
- (iv) His/Her integrity is beyond doubt.
- (v) No major/minor penalties have been imposed on him/her during the last 10 years.
- (vi) There is nothing against the candidates which makes him/her ineligible for consideration for appointment to post applied for.

Forwarded with the remarks that the Institute/Organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Dated:

Signature:-

Name:- _____
(Head of the Institution/Organization)

Designation:- _____

Address :- _____

Telephone/Fax No.:-
(with STD Code)