

COEP Technological University Pune

(A Unitary Public University of Government of Maharashtra)



ADVERTISEMENT

Applications are invited in the prescribed form for the following Statutory post on the establishment of the COEP Technological University Pune.

Sr. No.	Name of the Post	No of Posts	Category	Pay Scale as Per 7 th Pay CPC
1	Registrar	1	Open (Unreserved)	Level S-29 (Rs. 1,31,100 - 2,16,600) in revised pay matrix as per 7 th pay commission plus allowances as per Government Rules as applicable from time to time.
2	Finance & Accounts Officer	1	Open (Unreserved)	Level S-29 (Rs. 1,31,100 - 2,16,600) in revised pay matrix as per 7 th pay commission plus allowances as per Government Rules as applicable from time to time.

1. REGISTRAR: -

A) Pay Scale: -

Pay level (Level-S-29) (Rs.1,31,100 - 2,16,600) in revised pay matrix as per 7th pay commission plus allowances as per the Government Rules as applicable from time to time.

B) Qualification:

Possess a master's degree with at least 55% of the marks of any statutory University or its equivalent grade of B in the UGC 7-point scale.

C) Desirable:

- PhD Degree in Engineering and Technology
- Proficiency in Marathi, Hindi, and English

D) Essential Experience:

- At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 (at Academic Level 11 as per 7th Pay CPC) and above **or** with 8 years of services in the AGP of Rs.8000 (at Academic Level 12 as per 7th Pay) and above including as Associate Professor along with valid experience in educational administration.

OR

- Comparable experience in research establishment and/or other institutions of Higher Education

OR

- iii. 15 years of Administrative Experience of which 8 years shall be as Deputy Registrar or an equivalent post.

E) Relaxation in qualification:

- i. The minimum requirement of 55% of marks at the Master's degree level is relaxable up to 5% for the existing incumbents who are already in the University System.
- ii. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the S.C./S.T. and O.B.C. category candidates.
- iii. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September 1991.

F) Age:

Unless Already in the services of the University or affiliated colleges, recognized institution should not be less than 45 years.

G) Nature of Appointment:

- i. The Registrar shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- ii. Appointment of the Registrar shall be for a term of **five years** or till he attains the age of superannuation whichever is earlier, and he shall not be eligible for re-appointment as per clause 13(4) of COEP Technological University ACT 2020.
 - A person appointed as the Registrar from teaching cadre shall retire at the age of 60 years and a person from non-teaching cadre shall retire at the age of 58 years.
 - The post carries the retirement benefits as per the Government / University Rules.

Roles and Responsibilities of Registrar

The Registrar shall,—

- Act as a Member-Secretary of the Board of Governance, Academic Council and such other authorities, bodies and committees, as prescribed by or under this Act ;
- Be the appointing and the disciplinary authority of the employees of the University other than the teachers, non-vacation academic staff and officers below the rank of Assistant Registrar and other officers holding posts equivalent thereto. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor ;
- Be the custodian of the records, the common seal and such other property of the University as the Board of Governance may, commit to his charge ;
- Prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the University ;
- Receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action ;
- Render necessary assistance for inspection of the University, its buildings, class rooms, laboratories, libraries, Knowledge Resource Centre, museums, workshops and equipments which is made by such person or persons or body of persons, as directed by the Vice-Chancellor ;

- Organize training and orientation of non-teaching employees in the University ;
- Have the power to enter into agreements, sign documents and authenticate records on behalf of the University, subject to the decision of the authorities of the University ;
- Place before the Board of Governance, a report of the development activities of the University every six months ;
- Have the power to seek information in regard to any matter of the University, from the Deans, Finance and Accounts Officer and any other officer of the University for submission to the State Government and other external agencies ;
- Exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him, by the ViceChancellor, from time to time.

2. FINANCE AND ACCOUNTS OFFICER: -

A) Pay Scale: -

Pay Level S-29 (Rs.1,31,100 - 2,16,600) in revised pay matrix as per 7th pay commission plus allowances as per the Government Rules as applicable from time to time.

B) Qualification and Experience:

The person to be appointed to the post of Finance and Accounts Officer shall be a person who is a **chartered accountant or a cost accountant**, with appropriate professional experience of not less than five years.

C) Nature of appointment:

- The Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the University. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- Appointment shall be for a term of five years or till he attains the age of superannuation, whichever is earlier as per the clause 19(3) of COEP Technological University ACT 2020.
 - A person appointed as the Finance and Accounts Officer from teaching cadre shall retire at the age of 60 years and a person from non-teaching cadre shall retire at the age of 58 years.
 - The post carries the retirement benefits as per the Government/University Rules.

Roles and Responsibilities of Finance and Accounts Officer

The Finance and Accounts Officer shall,—

- Exercise general supervision over the funds of the University and advise the Vice-Chancellor as regards the finances of the University ;
- Hold and manage the funds, property and investments, including trust and endowed property, for furthering the objects of the University with the approval of Vice-Chancellor.
- Ensure that the limits fixed by the University for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted ;

- Keep watch on the state of the cash and bank balances and investments ;
- Ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Vice Chancellor on the methods to be employed in this regard ;
 - Get the accounts of the University audited, regularly ;
 - Ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices, workshops and stores of the University are conducted regularly ;
 - Propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or non-vacation academic staff or an officer of the University of the rank of Assistant Registrar or equivalent and above ;
 - Propose to the Registrar that explanation be called from any non- academic member of the University, other than the teacher, non-vacation academic staff and an officer of the University below the rank of Assistant Registrar or equivalent, for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default ;
 - Call for, from any office, centre, laboratory, department of the University, any information and returns that he thinks necessary for the proper discharge of his financial responsibilities ;
 - Maintain the minutes of the meetings of the Finance and Accounts Committee ;
 - Be responsible for preparation and maintenance of accounts either by following double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Board of Governance ;
 - Prepare financial reports as required by the various authorities or bodies of the University, the State Government, the Central Government, University Grants Commission and All India Council for Technical Education and any such body providing funds to the University ;
 - Exercise such other powers and perform such other duties as prescribed by the Vice-Chancellor, from time to time.

GENERAL INSTRUCTIONS TO CANDIDATES

Before submitting their application read the following instructions and conditions carefully

1. Knowledge of Marathi is essential
2. The Application will be accepted **Online** up to 08th November 2024 before 5.00 pm. The applications received after the due date will not be entertained.
3. Candidates must apply in the prescribed **ONLINE** form available on the University website "www.coeptech.ac.in" under "**Recruitment**" tab.
4. The candidate should submit the online application form, upload the single PDF file including all necessary scanned copies of documents/certificates and pay online application fees. The application fee for **Open Category candidates is Rs. 1000/-** (Rs. One Thousand Only) and for **Reserved Category candidates is Rs. 500/-** (Rs. Five Hundred Only) **The application fee paid is non-refundable.** Please attach the fees paid receipt with the application form.
5. Printout of the online application form along with all the documents, Annexures certificates and receipt of fees paid should be submitted to the University office on or before 8th November 2024 up to 5.00 pm in an envelope prescribed as:

“**Application for the Post of _____**”

to reach the same to the following address:

**The Registrar,
COEP Technological University,
Shivajinagar, Pune- 411005**

6. Please follow the following steps for online payment of Application Fees:
Process of **SBI I COLLECT**:
 - **Enter the website:** - <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
 - **Select Education Institute:** - COEP Technological University
 - **Enter:** - New Recruitment Application Fee
 - **Enter:** - As applicable Payment Details
 - Next to Payment Process
 - Print Receipt

Applications of the candidates not making the online payment of application fee and not providing fees paid receipt details will be treated as **INCOMPLETE** and will not be considered for further processing.

7. Applications received after the last date will not be considered. The University will not be responsible for postal delay, if any.
8. Knowledge of Marathi is essential.
9. Candidates are advised to satisfy themselves before applying that he/she possesses the prescribed qualifications and has the relevant experience, and it is for the candidates themselves to ensure that they possess the prescribed qualifications. **No inquiry asking for advice about eligibility will be entertained.** The candidates are advised to fill up the details and upload the single PDF file on the Google Link provided on the University website.
10. Candidates must also bring all the relevant original certificates/documents along with photo ID proof for verification at the time of interview. The hard copies of duly filled in application with signature, self-attested photograph with all required self-attested copies of the certificates/documents will have to be submitted at the time of personal interview.

11. Shortlisted candidates called for presentation and interview will have to present themselves at their own cost.
12. Candidates already in the service shall submit their applications through proper channel and NOC from the present employer as per format given in **Annexure-A**.
13. The University reserves the right to fill up or not to fill the advertised post OR to alter, modify, cancel the entire advertisement.
14. Candidates should give the information regarding Court cases pending, Criminal cases, disciplinary actions or equivalent etc. Any changes in this information as and when occurred after the submission of application form till the completion of recruitment process should be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar him/her from all selections.
15. All updates, corrigendum (if any), instructions regarding this advertisement shall be updated on the University website on “**Recruitment**” tab from time to time. Hence the applicants are requested to visit the University website regularly for the updates.
16. Qualification, Experience, and all other eligibility conditions shall be considered on the last date of receipt of application.
17. Incomplete applications, applications without required enclosures, applications without requisite fees and applications not submitted in the manner, procedure and within prescribed time by the University shall be summarily rejected and no correspondence in this respect will be made.
18. Reserved category candidates must attach a valid caste certificate and caste validity/non-creamy layer certificate issued by the competent authority, along with the application and candidates belonging to EWS category must attach a valid income certificate issued by the competent authority.
19. Mere fulfillment of minimum qualification and experience requirements does not entitle the candidate to be called for an interview. A short-listing criterion may be set higher than the minimum.
20. The selected candidate will be appointed for term of five years or till he attains the age of superannuation whichever is earlier, however the appointment orders will be renewed every year depending on their satisfactory performance
21. If selected, the appointment will be made after the verification of your original certificates of qualification, experience etc.
22. Services shall stand automatically terminated; on expiry of given tenure or the candidate attains the age of superannuation or if the performance of the selected candidate is not satisfactory on review after every year of the service.
23. Applicants who are not eligible will not be informed independently/individually. Applicants are not allowed to make enquiries on this behalf.
24. Any misleading or wrong information provided may lead to summarily rejection of application / appointment, if found subsequently. Canvassing in any form by or on behalf of a candidate will lead to disqualification.
25. For the appointment of Registrar and Finance and Accounts Officer, the Government Resolutions/Circulars issued for age, qualification, experience, etc. by the Government of Maharashtra/UGC from time to time will be made applicable.
26. This appointment is being made on a tenure basis in consultation and approval of the Board of Governance (BOG) of COEP Tech University. All the decisions related to

the services and service conditions of the selected candidates will be taken as appropriately by the statutory bodies of COEP Tech University.

27. No retirement benefits will be available to the candidate selected for this post. This rule shall not be applicable to the candidate who is already in service and working on the post covered under “Defined Contribution Pension Scheme” or “National Pension Scheme” or the existing pension scheme of the Government.
28. Disputes related to this advertisement are subject to Pune Jurisdiction.
29. For any clarifications and queries regarding filling online application forms, please contact to Mr. Vivek Dusane (**Phone-** 020-25507097) or email to:
Email- recruitmentscoeptech@gmail.com

Date: - 14/10/2024

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Registrar
COEP Technological University
Pune

Annexure – ‘A’

(To be printed on letterhead of the Organization/University/Institute)

NO OBJECTION CERTIFICATE

This is to certify that Dr./Mr./Mrs. _____ is
working as _____ in Department of _____

1. His date of appointment to the present post as _____ is _____
2. He is permitted to apply to the post of _____
3. He bears a good moral and character.
4. It is also certified that there is no Disciplinary/Vigilance, or any other case is pending or contemplated against Dr./Mr./Mrs. _____ and his integrity is beyond doubt.
5. No major/minor penalties have been imposed on him during his Service.
6. It is certified that in the event of selection of Dr./Mr./Mrs. _____ he / she will be relieved of his duties in this office.
7. The salary and allowances drawn in the month of _____ are:

Present scale of pay is Level : _____

Basic : _____

DA : _____

HRA : _____

CLA : _____

TRA : _____

Place:

Date:

Designation & Seal

Annexure – ‘B’

(Self Declaration for No. Of Childrens)

Declaration Form

I, Shri/Smt./Kum. _____ Son/daughter/wife of

Shri _____ Age ____ years, resident of

_____ do hereby declare as follows :- 1. That I have filled my

application for the post of _____ 2. I have _____ (Number) living children

as on today. Out of which no. of children born after 28th March, 2005 is _____

. (Mention dates of birth, if any) 3. I am aware that if any total number of living children are

more than two due to children born after 28th March, 2005, I am liable to be disqualified for

the same post.

Place :

Date :

Signature