

**Recruitment Advertisement No:NFSU/Nonteaching/05/2024**

**DETAILED ADVERTISEMENT FOR FILLING UP THE POSTS OF FINANCE OFFICER & INTERNAL AUDIT OFFICER ON DEPUTATION BASIS**

National Forensic Sciences University, an Institution of National Importance under the Ministry of Home Affairs, having its headquarter at Gandhinagar, Gujarat and other 08 campuses across India, **invites applications for one post of Finance Officer and one post of Internal Audit Officer on Deputation basis** from the suitable Officers from Central or State Government / University or University being aided by Central / State Government.

Applications in the prescribed Performa (as per Annexure-I) are invited through proper channel, in the physical form from the officers who are working on a regular basis and have completed their period of probation, for filling up following posts **on deputation** basis, (Initially for a period of 01 year which can be extended up to 03 years as per University Norms) as per details mentioned below. Willing and eligible officers may kindly forward physical applications on or before **16<sup>th</sup> January, 2025 addressing to the Executive Registrar, National Forensic Sciences University**. Advance copies of the applications (if any already submitted prior to this Advertisement) will not be entertained.

Sr. No.	Post	No. of Post	Pay Level	Eligibility for Deputation
1.	Finance Officer	01	Level 14 (144200-218200)	Officers having 15 years of experience involving sound knowledge of Central Govt. Rules relating to Accounts/Audit, Service Conditions, Treasury and Finance, out of which at least 8 years' experience in the Pay Level 12 or above;
2.	Internal Audit Officer	01	Level 13 (123100 - 215900)	Officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis. OR With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. OR With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.



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In addition, to the application as per Annexure-I, applicant has to submit Annexure-II duly signed by the competent authority.

**Note:** Applications fulfilling the requisite criteria without supporting documents are liable to be summarily rejected and no communication will be entertained in this regard. The complete details regarding eligibility, Tenure and other terms and conditions are provided herewith. NFSU reserves the right to cancel, modify or withdraw this notice, without assigning any reasons.



  
**Executive Registrar**  
**National Forensic Sciences University**





**Tenure and other terms & conditions for Deputation:**

- i. The tenure of deputation initially shall be for a period of one year, which may further be extended for a maximum period of three years on mutual consent of University, Candidate and Parent organisation. However, Total tenure of deputation shall not exceed five years in any case.
- ii. The contribution on account of leave salary and pension will be paid by the University at the rates as intimated by the Lending organisation and accepted by the University, as per rules. In case of Deputationists, governed by the Contributory Provident Fund rules, the employer contribution to CP fund in lieu of Pension Contribution will be remitted by the University, as per rates intimated by the lending organisation and accepted by the University as per rules. While remitting the leave salary contribution, the amount of leave salary, if any, to be paid to the parent organisation of the Deputationists, will be adjusted and net amount will be remitted.
- iii. Contribution towards the provident fund to which he/she contributes may be recovered from him/her and remitted to the Account Officer of the lending organisation by demand draft/RTGS every month.
- iv. For journeys in connection with his/her duties in the University, the travelling allowance rules of the University will apply to him/her.
- v. The period of deputation will begin from the date of relieving from the Parent Organisation and taking over the charge in the University.
- vi. As and when a situation arises for premature reversal to the Parent Organization of the Deputationists, his/her services could be so returned (after giving one month's notice to the lending organization and the employee concerned).
- vii. Over payment if any made by the University will be recovered from him/her even after expiry of the deputation tenure at the University.
- viii. Services of Deputationists(during the tenure of deputation) shall be governed by the University norms amended from time to time.
- ix. The current vacancy on deputation in the University is purely temporary in nature without any prospect of permanent absorption in the NFSU.





**Annexure-I**

**BIO-DATA / CURRICULUM VITAE PERFORMA**

Passport  
Size Photo

Post applied for: \_\_\_\_\_

**Personal Details**

1	i) Name & Address (in Block Letters)	
	ii) Father's/Spouse Name	
	iii) Mobile No	
	iv) E-mail ID	
2	Date of Birth(DD/MM/YYYY)	
3	Category	
4	Date of entry into services:	

**5. Educational Qualifications**

Sr.No	Course / Degree	Name of the University	Passing year of exam	Obtained Percentage /Grade	Major subjects

Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects are to indicated by the candidate.

**Employment Details**

6 Details of Employment in chronological order (Enclose a self attested separate sheet , if the space given below is insufficient).

Office/ Institution	Name of Post held on regular basis (Central or State Government / University or University being aided by Central / State Government Others)	Nature of employment	From	To	Level (As per 7th CPC) of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for



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<b>a) The date of initial Appointment.</b>	<b>b) Period of appointment on deputation.</b>	<b>c) Name of the parent office/ organization to which the Applicant belongs.</b>	<b>d) Name of the post and pay of the post held in substantive capacity in the parent organization.</b>
<p>7.1 Note: in case of officers already on deputation, the applications of such officers should be forwarded by the parent organisation along with cadre clearance, vigilance clearance and integrity certificate.</p> <p>7.2 Note: Information under column (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.</p>			
8	<p>If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
9	<p>Total emoluments per month now drawn:</p>		
<b>Basic Pay as per 7th CPC Matrix</b>	<b>Present level in 7th CPC Matrix</b>	<b>Total Emoluments</b>	
<p>10. In case the applicant belongs to an organization which is not following the Central Government Pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed.</p>			
<b>Basic Pay with scale of pay and rate of increment</b>	<b>Dearness pay/ interim relief/ other allowances etc., (with break-up details)</b>	<b>Total emoluments</b>	
11. A	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to):-</p> <p>(i) Additional qualifications</p> <p>(ii) Professional training</p> <p>(Note: Enclose a separate sheet. if the space is insufficient).</p>		



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11. B	Achievements: The candidates are requested to indicate information with regard to; i) Research publications and reports and special projects ii) Awards/ scholarship/ official appreciation iii) Affiliation with the professional bodies/ institutions/ societies and iv) Patents registered in own name or achieved for the organization v) Any research/ innovative measure involving official recognition vi) any other information (Note: Enclose a separate sheet if the space is insufficient)	
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I have carefully gone through the Vacancy Circular/Advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information /details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date: \_\_\_\_\_

Signature of Candidate

Place: \_\_\_\_\_







गृह मंत्रालय  
MINISTRY OF  
HOME AFFAIRS

राष्ट्रीय न्यायालयिक विज्ञान विश्वविद्यालय  
(राष्ट्रीय महत्त्व का संस्थान, गृह मंत्रालय, भारत सरकार)

**National Forensic Sciences University**  
(An Institution of National Importance under Ministry of Home Affairs,  
Government of India)



**Annexure - II**

**CERTIFICATE BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY**

The information/details provided in the application by the applicant are true and correct as per the facts available on record. He/She possesses qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately or within \_\_\_\_\_ days.

2. Also certified that;

- (i) There is no Vigilance or Disciplinary case pending/contemplated against Shri/Smt/Ms. \_\_\_\_\_
- (ii) His/ Her integrity is certified.
- (iii) Photocopies of the APARs for the last 5 years(up to 2023-24) duly attested by a competent officer are enclosed.
- (iv) No major or minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 year is enclosed (as the case may be).

**Countersigned**

\_\_\_\_\_  
**Employer/Cadre Controlling Authority with Seal**



