

**Maharana Partap Horticultural University (MHU), Karnal**  
**(Established under Haryana Act No. 32 of 2016)**  
**Advertisement No. 1/2018**

Applications are invited from interested eligible persons working as Dy. Comptroller/Dy. Registrar/Finance Officer/Comptroller or equivalent drawing pay at least in Grade Pay of Rs. 7,600/L-12 or higher Pay Level in State Agricultural Universities/State Govt. of Haryana/ICAR possessing prescribed qualifications for filling up post of Comptroller in MHU, in pre-revised pay Scale of Rs. 37400-67000+10000 GP for a period of four years on deputation basis on usual terms and conditions of Haryana Government. The Application Form, details of application processing fee and qualifications can be downloaded from the University website ([www.mhu.ac.in](http://www.mhu.ac.in)). The dully filled in application form along with self-attested photo copies of all certificates and documents should reach at the address "The Registrar, MHU, Camp Office: CCS HAU Campus, Hisar-125004" on or before **22.03.2018** up to **4:30 PM**. The candidates must apply through proper channel otherwise they will not be allowed to appear in interview. They may, however, send an advance copy on prescribed application form direct to the University along with prescribed application processing fee. The candidates are also requested to visit University website regularly for updates/corrigendum/amendment, if any, with respect to above advertisement.

Sd/-  
REGISTRAR

## **Details of application processing fee, prescribed qualifications and Application Form for the post of Comptroller, MHU**

### **Application processing fee**

Application processing fee in the shape of a bank draft (inclusive GST) of Rs. 1180/- (Rs. 295/- for SC/BCA/BCB/EBPG of Haryana domicile) drawn in favour of "**The Comptroller, MHU**" and payable at **Hisar** should be attached with each application form. No amount will be accepted through cheque, cash, money order, postal order or any other mode. Person with disabilities/ESM of Haryana shall be exempted from payment of application processing fees. The female of Haryana Domicile shall also be granted 50% concession i.e. Rs. 590/- (Rs. 148/- for SC/BCA/BCB/EBPG) payable as application processing fees.

### **Prescribed qualifications**

- a) Chartered Accountant or equivalent

OR

1<sup>st</sup> Class B.Com or M.Com/MBA with 55% marks from a recognized University/reputed Institute.

- b) Must have 10 years' experience in a supervisory capacity in Financial Management/Administration in public or private sector, preferably in a University/ICAR system.

### **Desirable:**

Persons having passed Audit & Accounts Examination held by the Comptroller and Auditor General of India or SAS Examination conducted by the State Govt. or Higher Standard Examination of the CCS HAU will be given preference.

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**APPLICATION FORM  
FOR THE POST OF COMPTROLLER ON  
DEPUTATION BASIS**

A self attested coloured passport size photograph of the candidate must be pasted here. This is essential.

*Note: (i) Do not detach any sheet  
Fill up all columns of all sheets.  
(ii) The application should either be filled  
neatly in the candidates' own hand or type written.*

1. Post applied for  
(Give the full name of the post) \_\_\_\_\_
2. (i) Name in full  
(in block letters) \_\_\_\_\_  
  
(ii) Gender (Male/Female) \_\_\_\_\_
3. Present postal address  
(in block letters) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. (i) Aadhaar No. (desirable, but not mandatory) \_\_\_\_\_  
(ii) Mobile No. \_\_\_\_\_
5. (a) E-mail ID \_\_\_\_\_  
(b) Details of application processing DD No. \_\_\_\_\_ Date \_\_\_\_\_  
fee in the shape of Bank Demand Draft Amount \_\_\_\_\_ Name of issuing Bank \_\_\_\_\_
6. Permanent Home Address \_\_\_\_\_  
\_\_\_\_\_
7. (a) Father's Name \_\_\_\_\_  
(b) Mother's Name \_\_\_\_\_
8. (a) Nationality of candidate \_\_\_\_\_  
(b) Name of country, if foreign national \_\_\_\_\_  
(c) Religion \_\_\_\_\_
9. (a) Date of birth \_\_\_\_\_  
(b) Place of birth \_\_\_\_\_  
(c) Place of permanent domicile \_\_\_\_\_  
(d) Marital status \_\_\_\_\_

- (e) Do you belong to SC/BC(A)/BC(B)EBPG \_\_\_\_\_
- (f) Are you fall under ESM category \_\_\_\_\_
- (g) Are you fall under Freedom Fighter category \_\_\_\_\_
- (h) Are you fall under Outstanding Sports Person category \_\_\_\_\_
- (i) Are you 'person with disability' \_\_\_\_\_

If so, attach certificate in support thereof.

10 (a) Name, designation and address of the present employer, if any. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(b) Have you obtained the permission of your present employer for submitting this application/attending an interview, if any, and for accepting this appointment, if selected? \_\_\_\_\_

(c) If selected, please state when you can join \_\_\_\_\_

(d) Present Pay  
 (i) Scale of pay \_\_\_\_\_

(ii) Basic pay \_\_\_\_\_

(iii) Allowances excluding house rent and city compensatory allowance. (give name and amount of each allowance) \_\_\_\_\_  
 \_\_\_\_\_

(iv) Date of next increment \_\_\_\_\_

11. Names and addresses of two referees not in relation to you, to whom you are known personally (if you are employed, your present employer must be one of the referees)

(i) \_\_\_\_\_  
 \_\_\_\_\_

(ii) \_\_\_\_\_  
 \_\_\_\_\_

12. Whether any of your relative is employed in this University, If so, give details. \_\_\_\_\_  
 \_\_\_\_\_

13. (a) What is your mother-tongue? \_\_\_\_\_

(b) Name the languages (both Indian and Foreign) which you can read, write or speak. Give particulars and state the examinations, if any, passed in each:

Read only	Speak only	Read and speak	Read, write and speak	Examination(s) passed

14. Have you ever been prosecuted/kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any court of law at the time of filling up of this application form?

If the answer is 'Yes' full particulars of the case, detention, fine, conviction, sentence etc. should be given.

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15. Employment Record:

Designation of post held and description of work	Period		Pay scale /Pay Level	Pay drawn (Basic pay+ allowances except HRA/ CCA)	Full address of office/department	Reason for leaving the post
	From	To				
	(Give month & year both)					

16. Details of academic qualifications:

Examination					
Name of School or College					
Name of Board or University					
Year of passing					
University. Regd. No.					
Maximum marks					
Marks obtained					
Percentage marks					
Division					
Subjects					
Medium of instruction					
Position, distinction, prizes, scholarships etc.					

(Attach certified copies of the Detailed Marks Cards (or Transcripts) of all the examinations passed)

17. Any other details not mentioned above, which you think, will strengthen your claim for this appointment, (Attach separate sheet, if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. List of certificates and testimonials (attested copies) attached:-

(i) \_\_\_\_\_  
(iii) \_\_\_\_\_  
(v) \_\_\_\_\_

(ii) \_\_\_\_\_  
(iv) \_\_\_\_\_  
(vi) \_\_\_\_\_

I certify that the above information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for appointment to the post of Comptroller on deputation basis.



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

Date \_\_\_\_\_

(Thumb impression of the candidate if test is involved. In case of male candidate left hand thumb impression and in case of female right hand thumb impression)

\_\_\_\_\_  
(Signature of the candidate)

IDENTITY CERTIFICATE

Certificate to be signed by any of the following:

- (i) Gazetted Officer of Central or State Government;
- (ii) Member of Parliament or State Legislature;
- (iii) Sub-Divisional Magistrate/Officer;
- (iv) Tehsildar or Naib/Deputy Tehsildars authorized to exercise Magisterial powers;
- (v) Head of Department/Principal/Headmaster of recognized institution;
- (vi) Block Development Officer;

Certified that I have known Shri/Smt./Kumari \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_ years \_\_\_\_\_ months, and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

\_\_\_\_\_  
(Name in block letters)

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Designation or Status & Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHECK LIST**

**(The information in this Check List is to be furnished by the Employer in respect of the in-service candidate for the last 10 years and in case the service period is less than 10 years then from the date of joining.)**

Year	Overall performance	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary/legal/Vigilance proceedings are pending against the official.

2. Does he fulfil the prescribed qualifications/experience requirement for the post?

Prescribed qualifications: Yes/No

Prescribed experience: Yes/No

It is also certified that the information furnished by the official in his application form is correct as per his service record.

Head of the Institution  
(S E A L)

\_\_\_\_\_  
(Name in block letters)

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

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