



Doon University, Dehradun

The University invites applications from eligible candidates on prescribed application format for the post of Accountant and Head Assistant on deputation basis for a period of three years, extendable up to another two years.

Duly filled application form along with recent passport size self-attested photograph, supporting enclosure (self-attested copies of degree certificate/mark-sheets/experience certificate etc.) should reach by speed/registered post at the following address:

Registrar, Doon University, Kedarpur, P.O. Defence Colony, Dehradun-240012, Uttarakhand latest by 30 March 2020. Application submitted by hand or sent by email/fax/courier or by any other means shall not be accepted for consideration.

Vacancy and qualifications

S.N.	Post	No. of Post	Pay Scale in Rs.	Eligibility Criteria
1.	Accountant	01 –UR	9300-34800 + GP Rs. 4200	Working on analogous post. <u>or</u> 5 Years' experience as Assistant Accountant or in similar position in any Government organization.
2.	Head Assistant	01 - UR	9300-34800 + GP Rs. 4200	Working on analogous post. <u>or</u> 5 Years' Experience on the post in a grade/level just below that of a Head Assistant in any Government organization.

General Instruction for the Applicants:

- 1- Applicants should possess the prescribed qualification and working experience as on the closing date of application.
- 2- The Applications received shall be screened and recommending the applicants to be called for interview.

- 3- Applicants are required to submit No Objection Certificate from the employer, at the time of interview, if not submitted with the application form.
- 4- In case of any inadvertent mistake in the process of selection, which may be detected any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
- 5- No. TA/DA shall be paid to candidates for attending interview.
- 6- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicant are advised to satisfy themselves before applying that they possess the essential qualification laid down in the advertisement.
- 7- The University reserves the right to fill up the post advertised or cancel the advertisement without giving any reason thereof.

Registrar

