

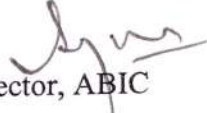
**AGRI BUSINESS INCUBATION CENTRE, GANDHI BHAWAN,  
CCS HAU, HISAR-125004 (HARYANA)**

**(Established under Haryana Registration & Regulation of Societies Act 2012)**

Advt. No.: 2/2023

Notification

Applications are invited for the post of Finance Manager (One No.) on a contractual basis upto 7<sup>th</sup> Jan 2024 which can be extended based upon the performance and/or extension of the project under NABARD. The application form along with details of essential qualification, pay, etc. can be downloaded from the University Website <http://www.hau.ac.in>. The duly filled-in application form along with attested photocopies of required certificates and documents should reach at the address "**ABIC, Gandhi Bhawan, CCS HAU, Hisar-125004**" on or before **25.08.2023**. The candidates are also requested to visit the University website regularly for updates/corrigendum/amendment, if any, with respect to the above advertisement.

  
Director, ABIC

**AGRI BUSINESS INCUBATION CENTRE, GANDHI BHAWAN**  
**CCSHAU, HISAR-125004 (HARYANA), INDIA**  
**Haryana Registration & Regulation of Societies Act 2012**  
**Regd. No. HR 12 2019 02861**

Memo No. ABIC/2023/327

Advt. No.: 2/2023

Date: 26.07.2023

**Notification**

Applications are invited from eligible candidates on the prescribed application form downloadable from the University Website <https://www.hau.ac.in> for the post of Finance Manager in NABARD ABIC, CCS HAU, Hisar for full time on a contractual basis upto 7<sup>th</sup> Jan 2024 which can be extended based upon the performance and/or extension of the project. The duly filled-in application form along with self-attested photocopies of required certificates & documents should reach at the address “**ABIC, Gandhi Bhawan, CCSHAU, Hisar**” on or before **25-08-2023 up to 5.00 P.M.** Application processing fee in the shape of Bank Draft of Rs. 1200/- (Rs. 300/- for SC/BCA/BCB) of Haryana drawn in favour of “**ABIC CCS HAU, HISAR**” and payable at **Hisar** should be attached with each application form. No amount will be accepted through Cheque, Cash, Money Order or Postal – Order. Persons with disabilities / ESM of Haryana shall be exempted from payment of the application processing fee. The female candidates of Haryana Domicile shall also be granted 50 % concession in the application processing fee. The candidates are also requested to visit the university website regularly for updates/ corrigendum/ amendment, if any, with respect to the above advertisement.

1	Name of the Post	:	Finance Manager
2	No. of Post	:	One
3	Category	:	General
4	Emoluments	:	Rs. 50,000/- per month ( fixed ).
5	Essential Qualifications	:	Master's in Business Administration (specialization in Finance). 2 year's experience of working in reputed organization in Finance.
6	Duration	:	contractual basis upto 7 <sup>th</sup> Jan 2024 which can be extended based upon the performance and/or extension of project
7	Age	:	Upto 45 years
8	Name of Project	:	Agri Business Incubation Centre ( ABIC)
9	Place of Posting	:	ABIC, CCS HAU, Hisar

**Terms and Conditions:**

1. His/her appointment will be for a period of upto 7<sup>th</sup> Jan 2024 which can be extended based upon the performance and/or extension of project as per guidelines of the funding agency from the date, he/she reports for duty or co-terminus with the project whichever is earlier. However, the work assigned to him/her will be assessed after every six months by the Expert Committee consisting of President, Nodal Officer and one Expert nominated by worthy Vice-Chancellor-cum-President. In case it is found that



performance of work is not upto the mark and conduct is not satisfactory to the competent authority, services can be terminated at any time with one months" notice. Where he/she wants to quit the job, he/she can do so after giving one months' notice or to deposit the salary in lieu of short notice period, if any.

2. His/her services are liable to be terminated due to constraint of funds by dint of non-sanction and non-released of grant by the funding agency. In case, the funding agency expresses its difficulty to provide the funds on account of closer of the project, the service can suo-moto are liable to be terminated forthwith without assigning any reason or the notice.
3. He/She will be entitled to TA/DA as per rules.
4. On expiry of term of project, he/she will be relieved from the services and ABIC will not be responsible for his/her adjustment in any form.
5. He/she will not be a regular employee and would not be entitled for any CPF/GPF or any other benefits admissible to the regular employee.
6. He/she will be required to produce a medical certificate of fitness from the Senior Medical Officer, Campus Hospital, CCS HAU, Hisar at the time of joining.
7. He/she would report for duty within 10 days from the date of issue of the order failing which his/her appointment will be treated as withdrawn.
8. His/her place of work will be Agri-Business Incubation Centre located at Gandhi Bhawan, CCS HAU, Hisar.
9. He/she will be required to execute an agreement on non-judicial stamp paper of Rs. 15/- before he/she is allowed to join the post.
10. His/her services will be abided by the rules and regulations of ABIC and funding agency as amended from time to time.

**Application forms will be summarily rejected in the following cases:**

1. If the application is received without requisite fee or through any other mode as prescribed in the advertisement.
2. If the application is received after the last date, i.e, 25-08-2023 upto 5.00 p.m
3. If the application is received without enclosures/ documents.
4. Unfilled/ blank applications will also be liable to be rejected.

  
Director, ABIC

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**Application Form**

*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.*

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

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 \_\_\_\_\_

*ds*

(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) In case you are not applying through proper channel,  
are you prepared to resign from your present post,  
if selected \_\_\_\_\_

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

(e) 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 \_\_\_\_\_

*Handwritten mark*

(f) Minimum pay acceptable

\_\_\_\_\_

11. Names and addresses of two referees  
not related 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.



15. Employment Record:

Designation of post held and description of work	Period		Pay scale	Pay drawn (Basic pay+ allowances except HRA/ CCA)	Full address of the office/firm or institution	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					

45

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)

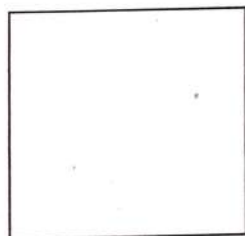
17. From which newspaper or other source \_\_\_\_\_  
did you come to know of this vacancy.

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

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

- (i) \_\_\_\_\_ (ii) \_\_\_\_\_  
 (iii) \_\_\_\_\_ (iv) \_\_\_\_\_  
 (v) \_\_\_\_\_ (vi) \_\_\_\_\_

I certify that the foregoing 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 employment.



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)

*Handwritten signature*



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) Principals and Headmasters of all recognized institutions;
- (vi) Heads of University Departments; and
- (vii) 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: \_\_\_\_\_

*[Handwritten Signature]*