

# University of Mumbai



( NAAC Re-accredited with A++ )

**M. G. Road, Fort, Mumbai – 400 032**

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## **Advertisement No.: AAQA/ICD/2023-24/853**

Applications are invited from the eligible candidates for the following posts on the establishment of the University of Mumbai.

Sr. No.	Name of the Post	Aided / Unaided	No. of post	Category
1	Registrar	Aided	1	Open
2	Finance and Accounts Officer	Aided	1	Open
3	Director, Department of Information & Communication Technology	Unaided	1	Open

### **1. REGISTRAR :-**

**A) Pay Scale :** - Pay level (Rs.1,31,100 - 2,16,600) (Level - 29) in revised pay matrix as per seventh pay commission.

### **B) Qualification and Experience :**

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;

- At least 15 years experience as Assistant Professor in the AGP of Rs.7000 (entry pay Rs.25,790 as per VIIth pay) and above or with 8 years of services in the AGP of Rs.8000 (entry pay Rs.29,900 as per VIIth 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
- 15 years of Administrative Experience of which 8 years shall be as Deputy Registrar or an equivalent post.

### **C) Relaxation in qualification :**

- The minimum requirement of 55% of marks at the Master's degree level is relaxable upto 5% for the existing incumbents who are already in the University System.
- 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.
- 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 19<sup>th</sup> September, 1991.

**D) Nature of appointment :**

Appointment shall be for a term of five years or till he attains the age of superannuation whichever is earlier and he shall be eligible for re-appointment for only one more term of five years OR as per the provisions of prevailing Act of the University.

**D) Retirement Age : 58 years.**

**2. FINANCE AND ACCOUNTS OFFICER :-**

**A) Pay Scale : -** Pay level (Rs.1,31,100 - 2,16,600) (Level - 29) in revised pay matrix as per seventh pay commission.

**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 professional experience of not less than five years.

**C) Nature of appointment :**

Appointment 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 reappointment.

**D) Retirement Age : 58 years.**

**3. DIRECTOR, DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY :-**

**A) Pay Scale : -** Academic level 14- Entry pay of Rs. 1,44,200/-+ allowances

**B) Qualification and Experience :** The qualification and experience for the post of Director, Department of Information and Communication Technology shall be as follows :-

Minimum BE / B Tech / M. Sc. in Electronics/Computer/IT or MCA. Minimum 20 years of experience in enterprise. Good handle on infrastructure on premise as cloud-based Technology. Must have experience as chief architect, CTO, CIO etc. Evidence of helping organisations to transform from traditional business to digital platform, has good understanding of and delivered big projects in ERP, workflows, learning management systems, Problem solver, Collaborator, Good connect with industry and understanding of educational transformation will be preferred.

**C) Responsibilities :** As per Maharashtra Public Universities Act-2016 (Section 49): Organisation of Meetings of Board of IT, Hardware procurement and deployment for digital governance of Administration, Finance, Academics and Examination, to create an umbrella structure to professionally manage the selection, deployment and use of application software and technology in Academics, Finances and Administration, address the issues relating to use of the right kind of technology, software, hardware and connectivity to deploy technology in all domains of activities and associated tasks of the university and to project the funds required for that purpose. Also managing the security of all infrastructure and will be responsible for establishing security standards as per industry standard iso27001. The candidate should be able to develop and deploy all requirements as per cyber security need.

**D) Nature of appointment :** Appointment shall be for a term of five years or till he attains the age of superannuation whichever is earlier

**E) Retirement Age :**

Age of retirement shall be 60 years.

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### **Instructions to the Candidates**

Candidates should verify their educational qualification, experience, age etc. before submitting their application. Also read the following instructions and conditions carefully.

- 1) Knowledge of Marathi is essential.
- 2) The period for submission of application form for the above posts will be from **22/09/2023 to 07/10/2023 upto 5 pm.**
- 3) The prescribed application form for the above posts is attached hereto. **Annexure – ‘A to C’.**
- 4) Application in the prescribed form (Two copies) together with attested copies of certificate/s should be sent in an envelope superscripted “Application for the post of “.....”, on the dates mentioned above to the Registrar, University of Mumbai, Room No.25, Fort, Mumbai–400 032 **so as to reach the same before 5.00 p.m. on 07/10/2023.**

The candidates are advised to fill up the details on the Google link provided below and print out of the same is to be submitted along with the application form.

Google Link : <a href="https://forms.gle/2bfizCbWQipLd1qcA">https://forms.gle/2bfizCbWQipLd1qcA</a>
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- 5) Applicants belonging to reserved category should submit Demand Draft of **Rs.250/-** and the applicants of open category should submit Demand Draft of **Rs.500/-** as the cost towards processing fees for the post, drawn in favour of "**The Finance and Accounts Officer, University of Mumbai**" payable at Mumbai.
- 6) Reserved category candidates shall provide the Caste Certificate/ Caste validity certificate etc.
- 7) If application is to be submitted for more than one post then separate application & fees for each post will be required.
- 8) The fees once paid will not be refunded, in any case.
- 9) Based on the information provided in the application the candidate will be qualified or disqualified for the interview, if selected, the appointment will be made after the verification of the original certificates of qualification, experience etc.
- 10) Applicants who are not eligible will not be informed independently/individually. Applicants are not allowed to make enquiry in this behalf.

- 11) Candidates called for interview will have to be present themselves at their own cost.
- 12) Candidates already in service will be required to produce '**No Objection Certificate**' in the specimen **Annexure – 'D'** attached hereto with the signature and stamp of their present employer at the appropriate place.
- 13) University reserves the right to fill up or not to fill the advertised post/s 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) As per the General Administration Department, Mantralaya, Mumbai-32 Notification No.SRV.2000/CR(17/2000)/XII, dated 28th March, 2005 in respect of 'Small Family', a person who desires to apply for any post in Group A, B, C and D in any Government Service shall submit, alongwith the application form, a declaration in prescribed FORM. ( **Annexure – 'E'**
- 16) Candidates belonging to reserved categories domiciled outside the Maharashtra State will be treated as Open as per G.R.No.CBC-1084/54577(1813) BCW-5 dated 1st November, 1985 and Circular No.CBC-1688(2829) MAVAK-5 dated 29th July, 1988.
- 17) Qualifications, relevant experience and age shall be considered as on last date of receipt of application.
- 18) Incomplete applications will not be considered/entertained and is liable to be rejected.
- 19) University will not be responsible for the applications misplaced or lost or delayed by the Postal department.
- 20) In the event of any information being found false, incomplete or incorrect the candidature/appointment is liable to be cancelled/terminated.
- 21) If the candidates try to bring any kind of direct or indirect pressure and political or social pressure on the officials and employees related to the university during the recruitment process or try to make indirect contact, such candidates will be considered ineligible.
- 22) The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be made applicable.

**I/c. REGISTRAR**  
University of Mumbai

Place : Mumbai  
Date : **22/09/2023**

# Annexure – ‘A’



**UNIVERSITY OF MUMBAI**  
**Fort, Mumbai - 400 032.**

Advertisement No. AAQA/ICD/2023-24/853

Dated : 22/09/2023

D.D. to be enclosed for Open Category Rs.500 and

Reserved Category Rs.250

D.D. No. \_\_\_\_\_ dated \_\_\_\_\_

Name of the Bank and Branch : \_\_\_\_\_

Affix  
passport  
size photo

To,  
The Registrar,  
University of Mumbai,  
Fort, Mumbai - 400 032.

**Sub :- Application for the post of Registrar.**

Please [ √ ] wherever applicable

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname																		
	First name																		
	Middle name																		

2.

Current postal address (in BLOCK letters)																			
Email ID																			
Mobile No.																			
Tel. No.																			

3.

	D	D	M	M	Y	Y	Y	Y				
Date of Birth												
Age (as on date )			Years				Months				Days	
Birth Place												
Nationality												
Male/Female												
Married/Unmarried												

4.

Caste category	S.C.	S.T.	D.T.(A)	N.T.			S.B.C.	O.B.C.	OPEN
				B	C	D			

5.

Educational Qualifications					
Examination	University/ Board	Month and Year of Passing	Subject	Percentage of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post- Graduate					
Doctor's Degree					
Any other qualification					

6.

Teaching/Technical/Professional Administrative Experience					
Institution/ Organization	Position Held	Nature of Appointment	Period of appointment		Total Exp.
			From (Date)	To (Date)	

7. Other Qualifications and experience, if any.

8. Implementation of Innovative Administrative Practice (if any)

9. Knowledge of ICT :-

**10. Patents, if any :-**

**11. Give your vision note on 'University Governance in the light of NEP implementation'.**  
(Please give details on separate sheet)

**12.** (a) Present position : \_\_\_\_\_

(b) Name of Institution/ Organization where employed : \_\_\_\_\_

(c) Salary : \_\_\_\_\_

Pay Level : \_\_\_\_\_

D.A. Rs. \_\_\_\_\_

H.R.A. Rs. \_\_\_\_\_

C.L.A. Rs. \_\_\_\_\_

Other Rs. \_\_\_\_\_

Allowances, if any \_\_\_\_\_

Total Rs. \_\_\_\_\_

(d) Date of appointment : \_\_\_\_\_

(e) Date of next increment : \_\_\_\_\_

(f) Attach Last Pay Certificate, if any

**13. Names of persons who have given testimonials.**

1) \_\_\_\_\_

2) \_\_\_\_\_

**14. Names and addresses of not more than three persons to whom references may be made**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

**Place : Mumbai**

**Date :**

**(Signature of candidate)**

## Annexure – ‘B’



**UNIVERSITY OF MUMBAI**  
**Fort, Mumbai - 400 032.**

Advertisement No. AAQA/ICD/2023-24/853

Dated : 22/09/2023

D.D. to be enclosed for Open Category Rs.500 and  
Reserved Category Rs.250

D.D. No. \_\_\_\_\_ dated \_\_\_\_\_

Name of the Bank and Branch : \_\_\_\_\_

Affix  
passport  
size photo

To,  
The Registrar,  
University of Mumbai,  
Fort, Mumbai - 400 032.

**Sub :- Application for the post of Finance and Accounts Officer.**

Please [ √ ] wherever applicable

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname																		
	First name																		
	Middle name																		

2.

Current postal address (in BLOCK letters)																			
Email ID																			
Mobile No.																			
Tel. No.																			

3.

	D	D	M	M	Y	Y	Y	Y								
Date of Birth																
Age (as on date )			Years				Months				Days					
Birth Place																
Nationality																
Male/Female																
Married/Unmarried																



4.

Caste category	S.C.	S.T.	D.T.(A)	N.T.			S.B.C.	O.B.C.	OPEN
				B	C	D			

5.

Educational Qualifications					
Examination	University/ Board	Month and Year of Passing	Subject	Percentage of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post- Graduate					
Doctor's Degree					
Any other qualification					
Year of qualifying C.A./ Cost Accountant					

6.

Teaching/Technical/Professional Administrative Experience					
Institution/ Organization	Position Held	Nature of Appointment	Period of appointment		Total Exp.
			From (Date)	To (Date)	

7. Other Qualifications and experience, if any.

8. Implementation of Innovative Administrative Practice (if any)

9. Knowledge of ICT :-

**10. Patents, if any :-**

**11. Details of work experience as per Maharashtra Public University Act, 2016, Sec.18(6).**  
(Please give details on separate sheet)

**12. Give your vision note on 'Digitisation of University Finance & Accounts as per MPU, Act, 2016.** (Please give details on separate sheet)

**13. (a) Present position :** \_\_\_\_\_

(b) Name of Institution/ Organization where employed : \_\_\_\_\_

(c) Salary : \_\_\_\_\_

Pay Level : \_\_\_\_\_

D.A. Rs. \_\_\_\_\_

H.R.A. Rs. \_\_\_\_\_

C.L.A. Rs. \_\_\_\_\_

Other Rs. \_\_\_\_\_

Allowances, if any \_\_\_\_\_

Total Rs. \_\_\_\_\_

(d) Date of appointment : \_\_\_\_\_

(e) Date of next increment : \_\_\_\_\_

(f) Attach Last Pay Certificate, if any

**14. Names of persons who have given testimonials.**

1) \_\_\_\_\_

2) \_\_\_\_\_

**15. Names and addresses of not more than three persons to whom references may be made**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

Place : Mumbai

Date :

(Signature of candidate)

# Annexure – ‘C’



**UNIVERSITY OF MUMBAI**  
**Fort, Mumbai - 400 032.**

Advertisement No.AAQA/ICD/2023-24/853

Dated : 22/09/2023

D.D. to be enclosed for Open Category Rs.500 and  
Reserved Category Rs.250

D.D. No. \_\_\_\_\_ dated \_\_\_\_\_

Name of the Bank and Branch : \_\_\_\_\_

Affix  
passport  
size photo

To,  
The Registrar,  
University of Mumbai,  
Fort, Mumbai - 400 032.

**Sub :- Application for the post of Director,**  
**Department of Information and Communication Technology.**

Please [ √ ] wherever applicable

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname													
	First name													
	Middle name													

2.

Current postal address (in BLOCK letters)																
Email ID																
Mobile No.																
Tel. No.																

3.

	D	D	M	M	Y	Y	Y	Y				
Date of Birth												
Age (as on date )			Years				Months				Days	
Birth Place												
Nationality												
Male/Female												
Married/Unmarried												

4.

Caste category	S.C.	S.T.	D.T.(A)	N.T.			S.B.C.	O.B.C.	OPEN
				B	C	D			

5.

Educational Qualifications					
Examination	University/ Board	Month and Year of Passing	Subject	Percentage of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post- Graduate					
Doctor's Degree					
Any other qualification					

6.

Past record of Academic/ Professional/ Industrial service prior to current Institution / Organisation.					
Institution/ Organization	Position Held	Nature of Appointment	Period of appointment		Total Exp.
			From (Date)	To (Date)	

7. Research experience excluding years spent in M.Phil./Ph.D. ( In years)

8. Research Schemes / Projects / Industrial Consultancy

Tital of Project / Scheme/ Consultancy	Funding agency / Industry	Funds received	Date of starting	Date of ending	Worked as PI/Co- investigator	Output of Project /consultancy

**10. Patents, if any :-**

**11. Give your vision note on 'University Governance in the light of NEP implementation'.**  
(Please give details on separate sheet)

**12.** (a) Present position : \_\_\_\_\_

(b) Name of Institution/ Organization where employed : \_\_\_\_\_

(c) Salary : \_\_\_\_\_

Pay Level : \_\_\_\_\_

D.A. Rs. \_\_\_\_\_

H.R.A. Rs. \_\_\_\_\_

C.L.A. Rs. \_\_\_\_\_

Other Rs. \_\_\_\_\_

Allowances, if any \_\_\_\_\_

Total Rs. \_\_\_\_\_

(d) Date of appointment : \_\_\_\_\_

(e) Date of next increment : \_\_\_\_\_

(f) Attach Last Pay Certificate, if any

**11. Names of persons who have given testimonials.**

1) \_\_\_\_\_

2) \_\_\_\_\_

**12. Names and addresses of not more than three persons to whom references may be made**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

**Place : Mumbai**

**Date :**

**(Signature of candidate)**

**Annexure – ‘D’**

**NO OBJECTION CERTIFICATE**

Certified that Shri/Smt./Kum. \_\_\_\_\_ is working as  
\_\_\_\_\_ in the subject \_\_\_\_\_ in the Department of  
\_\_\_\_\_ w.e.f. \_\_\_\_\_ in the pay scale / pay band of Rs.  
\_\_\_\_\_ with Academic Level \_\_\_\_\_. This office has no objection if  
he/she is selected for the post of \_\_\_\_\_ in the University of Mumbai and will be relieved  
within the stipulated period.

It is further certified that the candidate has no pending Inquiries/ Disciplinary action.

Place :

Date :

Designation & Seal

Signature of employer

**Annexure – ‘E’**

**Declaration**

Form-A  
(See Rule-4)

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, 2006, I am liable to be disqualified for the same post.

Place :  
Date :

Signature