



**SOUTH ASIAN ASSOCIATION FOR
REGIONAL COOPERATION
SECRETARIAT**

Email/ Fax Message No. *982/8/164*
SAARC/ESC/SAU/Gen./2012

The Secretariat of the South Asian Association for Regional Cooperation presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and has the honour to refer to the attached self-explanatory Note No. SAU/4-1/Rectt./2013 dated 2 May 2013 of South Asian University regarding **the vacancy announcement for the post of Director – Finance.**

The esteemed Member States are requested to provide wide publicity to the recruitment notice for the stated post at the earliest as the deadline for receiving applications is noted as **10 June 2013.**

The Secretariat of the South Asian Association for Regional Cooperation avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States of SAARC the assurances of its highest consideration.

Enclosed – as stated/-

Ministries of Foreign /External Affairs,
(SAARC Division), Member States of SAARC



Copy to: **Prof. G. K. Chadha, President - SAU**
Fax: 91-11-26741741, Email: gkchadha@southasianuniversity.org

COPY BY EMAIL



South Asian University

(A University established by SAARC Nations)
Akbar Bhawan, Chanakyapuri, New Delhi-110021, India
Tel. : 91-11-2412 2512-14 Fax : 91-11-2412 2511
Website : www.southasianuniversity.org

F. No. : SAU/4-1/Rectt./2013

May 02, 2013

The South Asian University (SAU) presents its compliments to the Member States and the SAARC Secretariat, and has the honour to state that the SAU has been trying to recruit a highly talented, experienced and committed person to hold the position of Director Finance. This is a senior position in Grade-1A (basic salary : US\$ 30,000-45,000) to head the accounting and budgeting team of the University. The appointment would be made for a tenure of eight years.

The initial salary of the selectee will be fixed depending upon her/his experience and performance history. The salary will be in Indian Rupees. On the minimum of the salary mentioned above, the carry home salary for Director Finance will be approx. INR 2,57,000/- per month, inclusive of basic salary, DA, HRA and pension contribution, plus additional benefits like Medical Insurance, Group Insurance and Relocation Allowance, as per SAU rules.

Advertisement released in various newspapers of SAARC countries, other than India, and other details regarding qualification and experience are attached.

Since advertisement in various newspapers alone may not help SAU to fill up the position, SAARC Secretariat is requested to give a wide publicity to the recruitment notice for the post among non-Indian member states.

The South Asian University avails itself of this opportunity to renew to all the Member States and the SAARC Secretariat the assurance of its highest consideration.

Mr. PrasannaGamage
Director (SAARC)
SAARC Secretariat
Tridevi Marg,P. O. Box No. 4222
Tridevi Marg
Kathmandu, Nepal

A

Encl.: as above.





SOUTH ASIAN UNIVERSITY, NEW DELHI

(A University established by SAARC nations)



**NON TEACHING TENURE APPOINTMENT –
DIRECTOR (FINANCE)**

Advt. No. 1/2013

South Asian University (SAU) is to be a unique seat of learning, research and creativity for the citizens of the region. The SAU offers postgraduate programmes in various disciplines to students from all SAARC countries. The University is looking for a highly committed and technology savvy Director (Finance) who has strong interpersonal skills, experience of using computational tools and the ability to interact effectively with a culturally and ethnically diverse population of students, faculty and staff. For everyone who joins SAU at any level, multi-tasking, missionary zeal and individual accountability are expected to become inescapable organizational pre-requisites. The University offers highly attractive salaries and benefits. The position of Director (Finance) is in Grade IA (US\$ 30,000 – 45,000). The SAU invites applications, in the prescribed form, from the eligible candidates possessing the prescribed qualifications and required experience for the position of Director (Finance).

Details of qualifications, age and other criteria for the post along with the application procedure, may be obtained by sending an e-mail to hrd@southasianuniversity.org. Applications complete in all respects, should be received at SAU by 10th June 2013.

Director (Finance) (1 Post) Grade IA - (US\$ 30,000 to US\$ 45,000)

Preferred Maximum Age: 51 years (Eight year fixed contract)

Minimum Educational Qualifications and Experience:

Master's degree in Accounting/Commerce/Business Administration with at least 55% marks or equivalent grades, plus at least 15 years related professional experience, of which 8 years as Deputy Registrar or an equivalent post, in accounting, budgeting, or fiscal administration in a reputed organization, preferably a University/large academic institution. A professional CA/CPA qualification would be desirable. Successful candidate must have thorough knowledge of the methods, plans, and practices of modern computerized accounting, budgeting and record keeping systems. He/she must have strong interpersonal skills; strong writing and speaking skills in English; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

Responsibilities:

The Director Finance will head the accounting and budgeting team of the University. He/she will be responsible for overseeing all the financial operations of the University both on the revenue and expenditure side, the designing of internal financial regulations, the development of the payroll and other accounting systems and standards required in the University, the preparation of University budget document(s) and annual accounts; and internal/external audit and reporting requirements. He/she will ensure provision of prompt and accurate service to students, faculty, administration, and external agencies. In addition, he/she will produce research data, analyses and reports as needed and perform other related duties and special projects as assigned or directed.

Remuneration:

The initial salary will be fixed in Grade IA - (US\$ 30,000 to US\$ 45,000) depending upon experience and performance history. For example, on the minimum of Grade-IA, the carry home salary will be approx. INR 2,57,000/- per month, inclusive of Basic salary, DA (53%), HRA (25%), Pension contribution (10%), at the Dollar exchange rate of Rs. 54.70 per dollar. Medical Insurance, Group Insurance and Relocation Allowance, as per SAU rules, are also admissible. The salary will be paid in Indian Rupees.

GENERAL CONDITIONS:

South Asian University provides a highly competitive and challenging work culture and attractive future prospects. While looking forward to attract candidates with high degree of professional commitment, it assures to provide a transparent working environment and good physical infrastructure.

1. The University reserves the right to :
 - a. Fix criteria for screening the applications so as to reduce to number of candidates to be called for interview.
 - b. Offer the post at the level lower than that advertised, depending upon the qualifications, experience and performance of the candidates.
 - c. Draw reserve panel(s) against the possible vacancies in the future.
 - d. Relax any of the desirable qualifications/experience/age at its discretion.
 - e. Not-to fill up any or all the advertised posts.
 - f. Modify/change the qualification/age limit and experience criteria from time to time for the post even after publication of this advertisement.
 - g. Consider applications of candidates who have not applied.
2. The above position is for a tenure of eight years.
3. All applications received will be screened by a Screening Committee of experts that will short-list the candidates for interview. Short-listed candidates will be informed about the date and time of the

selection interview. Candidates would be required to present themselves in front of the selection committee for the interview that will be held in SAU campus in New Delhi. Candidates called for interview would be reimbursed excursion/economy class air-fare by shortest route on production of ticket/documentary proof.

4. The selection committee will be free to set its own modus operandi for conducting the interview.
5. The selection will be made on the basis of relevant experience, past accomplishments and performance in the interview on the recommendation of the Selection Committee.
6. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University at its discretion may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed in the advertisement.
7. Persons already in service in Government / Autonomous/ Public Sector Undertakings/ Universities should apply through proper channel along with vigilance clearance and integrity certificate.
8. Canvassing in any form will be a disqualification.
9. Candidates who have applied in response to University's earlier advertisement in March 2012 need not apply again.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of letter of appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
11. Applications are required to be submitted on the prescribed format only which will be sent on receipt of an e-mail from the interested candidates at hrd@southasianuniversity.org
12. Candidates would be required to provide names and contact details of two referees, who can provide references relating to suitability of the candidate for the post. One of the referees must be current/most recent employer of the candidate. **References from friends or relatives will not be accepted.** Candidates are also required to request the two referees, mentioned by the candidates in their application form, to send recommendation letters, in a sealed cover, relating to their suitability for the post to the Registrar, South Asian University, Akbar Bhawan Campus, Chanakyapuri, New Delhi - 110021, India
13. Application ,along with all the requisite documents as mentioned in the application form and prescribed fee of Indian Rs. 500/-, clearly mentioning the post applied for on the envelope may be sent by Registered-Post / Speed-Post or submitted by hand to the Registrar, South Asian University, Akbar Bhawan Campus, Chanakyapuri, New Delhi - 110021, India. Candidates can send the prescribed fee through a Demand Draft favouring 'the Registrar, South Asian University' payable at Delhi or alternatively deposit the prescribed fee in the University's Account in State Bank of India (Account no. 30796569318, Branch Code: 01624, Swift Code: SBININBB548, IFSC Code: SBIN0001624, State Bank of India, Old JNU Campus, New Delhi-110067) and endorse the details of remittance with application. A copy of the application can also be sent by email to hrd@southasianuniversity.org
14. Incomplete applications are liable to be rejected.
15. **The last date for receiving the applications is 10th June 2013**
16. Applications received after last date shall not be entertained and the University will not be responsible for postal delay.
17. The offer made to the selected candidate will be valid subject to submission of medical fitness certificate in the prescribed form at the time of joining. The University may also ask the candidate to undergo medical check-up from the empaneled hospital/agency immediately on joining at University's cost.

**REGISTRAR
SOUTH ASIAN UNIVERSITY**

APPLICATION FORM

FOR NON-TEACHING POSITIONS



This form must be completed **in full** by all applicants.

| | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--|-------------------|--|-------------------------------------------------------|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Advertisement No.:</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">Post applied for:</td> <td style="width: 50px;"></td> </tr> </table> | Advertisement No.: | | Post applied for: | | Please affix recent Passport size photograph |
| Advertisement No.: | | | | | |
| Post applied for: | | | | | |
| Bank Details of Application Fee | | | | | |
| i) Bank Draft No.: Date: Payable at : | | | | | |
| ii) In case of amount remitted directly, No. : Date : | | | | | |

| Personal Information | | | |
|--------------------------------------|-------------|--------------------|-------------|
| Title (Dr./Mr./Mrs./Ms./Miss./Other) | Family name | First name | Middle name |
| Marital Status Single/Married | | Gender Male/Female | |
| Current Address | | Permanent Address | |
| Phone number with STD Code (O) | | (R) | |
| Mobile | | Fax No. | |
| Emails address | | Date of Birth | |
| Nationality | | | |
| Father's / Husband's Name | | | |

| Educational Qualifications | | | | |
|-----------------------------------------------------------|--------------------------------------------|-------------------------------------|-----------------|------------------|
| Secondary education (Class X or equivalent board) onwards | | | | |
| Examination / Degree | Name of school/ board/ college/ university | Marks or grades (CGPA / percentage) | Year of passing | Subject(s) taken |
| 10 th | | | | |
| 10 + 2 | | | | |
| Bachelor's Degree | | | | |



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| Master's Degree / Post Graduate | | | | |
| M. Phil | | | | |
| Ph.D. | | | | |
| Any other Degree/ Diploma | | | | |
| Technical Qualification | | | | |
| Other I | | | | |
| Other II | | | | |

| English Language Skills (please tick appropriate qualifier) | |
|-------------------------------------------------------------|----------------------------------------|
| Reading | Excellent / Good / Satisfactory / Poor |
| Writing | Excellent / Good / Satisfactory / Poor |
| Speaking | Excellent / Good / Satisfactory / Poor |

Current Academic Pursuit
 Are you attending any part-time / whole time course of study? If so, state the name of the course and the Institution you have joined.

| Employment History | | | | | |
|-----------------------------------------------------------------------------------------------|-------------------|----------------------------|---------------|--------------------------------------------------------------|---------------------------------------------------------------|
| Please give details of your previous jobs, <u>starting with your current/most recent job.</u> | | | | | |
| From (Month & year) | To (Month & year) | Name & address of employer | Position held | Salary Drawn Present Basic Pay and Allowances (Give Details) | Nature of Work (Please attach separate sheet of requirements) |
| | | | | | |
| | | | | | |
| | | | | | |



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| | | | | | |

Gaps in employment history

Please provide a brief explanation for any time when you were neither working nor in full-time education

Education matters

Have you ever been debarred or punished for adopting unfair means in any examination conducted by any institution or agency?

YES / NO

If YES, please give details, including any pending proceedings, on a separate sheet.

Employment matters

Has your current or any previous employer instituted disciplinary proceedings against you which have resulted in a warning, suspension, discharge or other disciplinary action?

YES / NO

If YES, please give details, including any pending proceedings, on a separate sheet.

Other Information

How many days' notice must you give to your current employer?

What is the minimum basic pay acceptable to you?

Have you applied for any other post of the University? If so, state the name of the post and date when applied.

Are you willing to be considered for a position at a lower level?

If you are disabled or handicapped, please provide details. Please indicate any special enabling arrangement you may need to attend an interview, if shortlisted.

If you have any serious health problems or have a history of health problems, please give details.



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Have you been convicted by the Courts, cautioned, reprimanded or warned for any criminal offence (either in India or abroad)? If yes, please give details.

Supporting Statement

In support of your application, please attach a statement giving your reasons for applying for this post, explaining how you feel you meet the requirements of the job and indicating briefly how you could contribute in the institution building including any information which you consider relevant to this application, particularly if you have multi-tasking skills, high degree of professional commitments and can work in a highly competitive and challenging work culture.

References

Please provide the names and contact details of two persons who can provide references relating to your suitability for this post. One of the referees must be your current / most recent employer. References from friends or relatives will not be accepted. Candidates are also required to request the referees to send their recommendation letters, in a sealed cover, relating to your suitability for the post to the Registrar, South Asian University, Akbar Bhawan Campus, Chanakyapuri, New Delhi - 110021, India.

First Referee Can this referee be approached before interview? Y / N

Name:

Position / Occupation :

Email:

Postal address with PIN No. :

Work phone number (with STD Code):

Fax (if any) :

Second Referee Can this referee be approached before interview? Y / N

Name:

Position / Occupation :

Email:

Postal address with PIN No. :

Work phone number (with STD Code):

Fax (if any) :

ALL APPLICANTS MUST SIGN THE DECLARATION BELOW

Declaration: The information provided in this application form and any supporting documentation is true and complete. I understand that any offer of employment will be conditional upon satisfactory screening of my application. I agree that any deliberate omission, falsification or misrepresentation in the application form or supporting documentation will be grounds enough for rejecting this application or subsequent dismissal, if employed, by the South Asian University. I have enclosed self-attested copies of documents (relevant certificates, degrees, testimonials etc.) in support of my application.

I agree to the above declaration (please tick)

Place: _____

(Signature of Applicant)

Date: _____



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List of Enclosures With the Application

1. Covering letter
2. A bank draft for application fee/details of remittance (non-refundable)
3. Date of Birth certification (copy of the school certificate with date of birth can be used)
4. Copies of degrees (Bachelors, Masters, Doctoral)
5. Copy of latest CV
6. No-objection certificate from current employer (*Must be submitted along with the endorsement of the employer. Format of the letter to be submitted is given at the end of the application*)
7. Recent passport size photograph

The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity in Government/Semi Government/ Public Sector undertakings/ State/ Central Universities/ Autonomous body, failing which the application is liable to be rejected.

**ENDORSEMENT OF THE
EMPLOYER**

Ref. No.....

Date.....

1. The application of _____ is hereby forwarded with the remarks that we have no objection to his/her application being considered.
2. Certified that the information given by the applicant in this application form has been checked/ verified and found to be correct with reference to his/her service records.
3. Attested copies of the applicant's confidential reports for the preceding five years along with vigilance/integrity certificates are enclosed.

**Signature of the forwarding Officer
(with office seal)**



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