



STEP-HBTI, HBTU Campus, Kanpur

RECRUITMENT

The applications are invited on the prescribed proforma for the post of Deputy Manager (Accounts & Finance). The application form and all other details are available on website : www.stephbt.ac.in

The last date for the receipt of completed applications is 15/12/2017.

Senior Manager, STEP-HBTI



**SCIENCE & TECHNOLOGY ENTREPRENEURS' PARK
STEP-HBTI, NAWABGANJ, KANPUR-208 002**

Dated of Advertisement - 29/11/2017

STEP-HBTI, Kanpur invites applications for the position of Deputy Manager (Accounts & Finance) for its MBA Programme as well as PGDM Programme:

Deputy Manager (Accounts & Finance): MBA (Finance) or CA (Pass) or M. Com., with minimum 5 years experience in any Government Department, or Corporation, or Agency or in any reputed industrial house.

Pay Scale: 15600-39100 + G.P. 5400

Desirable: Knowledge of Computerised Accounting

(STEP-HBTI reserve the right to cancel one or more or all the vacancies at any time without any notice)

Note: The above position is on contract basis.

General:

1. No claim by any applicant shall be admissible arising out of change in nature and/ or number of posts advertised. The STEP-HBTI, Kanpur reserves the right to increase or decrease or withdraw or change the number of vacancies advertised as per requirement of the institute.
2. The qualification and experience prescribed by AICTE are the minimum and mere possession of the same may not entitle any candidate to be called for interview.
3. A Screening Board shall scrutinize all applications for recommending the names of candidates to be called for interview. No representation from those not being recommended and not called for the interview will therefore, be entertained at any stage.
4. Separate application form is required for each posts applied for. Photocopies of the Application Form shall not be considered.
5. The candidates will not have any claim for regularization of their services or any other benefits for the services from STEP-HBTI against these Contractual Appointments.
6. Interested candidates may apply on the prescribed application form available from the office of STEP-HBTI, HBTI Campus, Nawab Ganj, Kanpur-208002 against payment of Rs. 500/- for SC and Rs. 1000/- for others. Forms can also be downloaded from our website www.stephbti.ac.in and can be sent along with a Demand Draft in favor of STEP-HBTI, Kanpur and payable at Kanpur.

Last date for the receipt of completed application form is 15 December, 2017 (4.00 p.m.). Applications received after this date shall not be considered.



**SCIENCE & TECHNOLOGY ENTREPRENEURS' PARK
HARCOURT BUTLER TECHNOLOGICAL INSTITUTE
NAWABGANJ, KANPUR -208 002**

(Form of Application for the use of candidate)

To be submitted in
before
15th Dec 2017

Affix
Photo

1. (i) Name in full (Capital Letters) :

(ii) Father's /Husband's Name :

2. Address for communication :

E-mail I.D. (Mandatory) :

Mobile No. (Mandatory) :

3. Post applied for :

4. Minimum salary expected :

5. If appointed, what notice would you require before joining the post ?

6. i) Date of Birth :

ii) Place of Birth :

7. Are you (a) a citizen of India by birth and/or by domicile? :

(b) a person migrated from Pakistan with the intension of permanently setting in India or a subject of Nepal of Sikkim? :

8. State whether You are a member of S.C./S.T. :

O.B.C. :

(Answer "Yes" or "No". If "Yes" give particulars and attach a certificate from the district Magistrate in support of your claim)

10. Education : Give particulars of your Academic Qualification starting from High School or class 10th upto Post Graduation or Additional qualification. Give particulars of all examination passed and degrees and technical qualification obtained and computer proficiency if any. Attested copies of all the certificate, marks sheets etc. must be attached.

Year of Passing	Exam/Degree/ Diploma	Board/University	Subjects	% of Marks	Class or Division

11. Employment : Give particulars concerning all periods of employment of a professional nature.

Name of Employer	Date of joining	Date of leaving	Position held	Nature of duties	Name of supervisor	Salary (Rs. P.M.)

12. References : These should be professionally competent persons who are well acquainted with some aspects of the applicant's training , accomplishments, capabilities and the character but must not be relation. Atleast TWO referees should be listed who should be citizen of India. For applicants having done postgraduate / postdoctoral research, the research supervisors must be listed. Supervisors of each major employment be also listed.

1. Name: Occupation/Post: Address:	2 Name: Occupation/Post: Address:
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13. Additional remarks : (The applicant may mention here any special qualification or experience e.g. organization which have not been included under the head given above. If the space below is insufficient for this purpose, please give concisely the particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached)

14. List of enclosures sent with the application.

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in the form are true to the best of my knowledge and belief.

Date :

Place.

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Signature of candidate