



JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI – 110067
Advt. No. 01/RC (NT)/2018

Online applications are invited in the prescribed Application Form from eligible candidates for appointment to the post of Finance Officer on Tenure/Deputation Basis. The post of Finance Officer carries Scale of Pay Level 14 as per 7th CPC.

Essential Qualification & Experience:

- (a) A Post-Graduate Degree in Commerce/Financial Management with at least 55% marks or an equivalent grade in point scale wherever grading system is followed.
- (b) At least 15 years of experience as Assistant Professor in academic level 11 and above or with 8 years of service in academic level 12 and above including as Associate Professor alongwith experience in educational Administration.

OR

At least 15 years of comparable experience in research establishments/ UGC/ other institutions of higher education/Organised Accounts in Central Government with similar status.

OR

At least 15 years of financial management experience of which 8 years as Deputy Finance Officer or an equivalent post.

- (c) 5% relaxation in percentage of marks at Master's level from 55% to 50% will be extended to SC/ST/PwD categories and to the existing incumbents who are already in the University system.

Desirable:

Officials working/worked in Organised Finance & Accounts services under Govt. of India recruited through UPSC, will be given preference.

Age Limit: Not more than 56 years.

The eligible and interested candidates are required to apply on-line in the format available on the University website. For more details candidates are required to visit JNU website i.e. **www.jnu.ac.in/career**. **Applications will be accepted online only**. The last date for the receipt of application is 22 October, 2018 by 5.30 P.M.

Any addendum/corrigendum shall be posted only on the University website.

REGISTRAR
JNU

Job Description for the post of Finance Officer:

As per the Statutes of the University, the Finance Officer shall exercise general supervision over the funds of the University and shall advise it as regards its financial policy and perform such other functions as assigned to him by the Executive Council as may be prescribed in the University Act, Statutes, Ordinances and Rules.

Pay Level: 14 (Rs. 144200 - 218200) as per 7th CPC

General Instructions for candidates:

1. Persons already in Govt. Service/Autonomous bodies/Universities/PSU should apply through proper channel along with vigilance clearance and integrity certificate, failing which their application will not be entertained. Attested copies of ACRs/APARs of last five years be also sent separately.
2. Merely possessing the prescribed qualifications and requisite experience, would not entitle a person to be called for the interview.
3. The University reserves the right:
 - (a) to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview;
 - (b) the selection will be made on the basis for performance in the interview on the recommendation of the Selection Committee;
 - (c) to relax any of the conditions of age/ qualifications/ experience at its discretion; and
 - (d) not to fill up the advertised position.
4. The maximum period of Tenure/Deputation shall be five years, as per rules.
5. Application fee of Rs.500/- shall be payable online through payment gateway. No application fee is payable in respect of SC/ST/PwD and women applicants.
6. Format of application (online) is available on the University website i.e. <http://www.jnu.ac.in>. The format be strictly followed.
7. Incomplete applications shall liable to be rejected.
8. Those who are applying for the post should ensure that they fulfil all eligibility criteria as stipulated in the Advertisement. If it is found at any stage that they do not fulfil the stipulated criteria, the candidature will be cancelled.
9. Canvassing or bringing influence in any form shall disqualify candidature of the applicant without notice.
10. The upper age limit for the post advertised shall be determined as on closing date of advertisement.
11. Consequent upon adoption of self-certification provisions as required by the Government of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates duly self-attested. In case the information/documents are found to be false/ incorrect by way of omission or commission, the sole responsibility and liability shall be of the candidate.

Candidate called for interview should report along with all the testimonials/certificates in original along with photo ID. They should carry an additional set of copy of these testimonials/certificates for being deposited with the University at the time of interview.

12. The eligibility of the candidate(s) will be determined on the basis of qualifications/ experiences etc. acquired by them upto the last date fixed for receipt of online application.
13. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.
14. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the University.
15. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel any communication made to the candidate.
16. No correspondence or personal enquiries shall be entertained by the University.
17. Last date for submission of application is as per the advertisement uploaded on the website.
18. The candidates belonging to SC/ST/PwDs categories & claiming relaxation/ exemption are required to submit their respective caste/ disability certificate in the format prescribed by the Govt. of India. Candidates belonging to PwDs category should meet the prescribed criteria of PwDs as applicable in the Govt. of India rules for respective PwDs category. The University reserves the right to verify the certificates, before the interview/ joining, etc., and to summarily cancel/terminate the cases, if the certificates are found false.

The eligible and interested persons are required to apply online in the format available on the University website www.jnu.ac.in. Application, except online, will not be accepted. The last date for the receipt of application is 22 October, 2018 at 05:30 PM.

Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of application.

Any addendum/corrigendum shall be posted only on the University website.

**Registrar
Jawaharlal Nehru University**