

JAMIA HAMDARD
(Deemed University)
Hamdard Nagar, New Delhi – 110 062

“Accredited by NAAC in ‘A’ Category”

RECRUITMENT

(Re-advertisement of Advt. No. 3 /2017)

Applications on prescribed form are invited for filling up the position of Finance Officer on contractual/deputation basis in the pay band of Rs. 37400-67000+Grade Pay of Rs. 10000/- initially for a period of three years. Eligible candidates fulfilling the following qualification may submit their application on or before **June 20, 2017.**

QUALIFICATION AND EXPERIENCE:

Finance Officer - 01 Post

- (i) Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale or a Chartered Accountant or Member of ICWA.
- (ii) At least ten (10) years of experience as Assistant Professor with eight years in Associate Professor's grade along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

Ten (10) years of experience in Finance/Accounts/Audit in a University/Government Department/Educational Institution/Public Sector or Private Sector Company of which (8) years as Deputy Registrar in the Grade Pay of Rs. 7600/- or in an equivalent post.

DESIRABLE: Preference will be given to candidates with experience in Finance.

AGE - Should not be more than 57 years

GENERAL INFORMATION

01. The University reserves the right not to fill-up the vacancy if the circumstances so warrant and to call only short-listed candidates for test/ interview.
02. The University reserves the right to consider the name(s) of suitable candidates who may not have applied and also to relax the qualification and experience for deserving candidates, as approved by the Selection Committee.
03. Candidates called for interview will have to come to the place of interview at their own expenses and bring with them their original research papers, degrees and certificate etc. for verification.
04. **Candidates must ensure that at least 3 persons well versed with their qualifications and competence should send their reference letter directly to the Vice-Chancellor.**
05. Applications complete in all respects should reach the Office of the Registrar, Establishment Section, Jamia Hamdard, Hamdard Nagar, New Delhi – 110062 latest by **June 20, 2017** alongwith the following:
 - Bio-data (highlighting personal details, academic records, teaching and research experience).
 - Attested copies of certificates & testimonials in support of qualification and experience.
 - Demand Draft of Rs. 500/- in favour of Registrar, Jamia Hamdard payable at New Delhi.
 - Duly typed Annexure- A available with the application form.
06. Persons already in job must apply through proper channel.
07. Incomplete applications and those received after the closing date will not be entertained.
08. Reservation for persons with disabilities as per Government of India Rules is available. Such candidates need not to enclose the application fee.
09. To download application form and Annexure- A [click here](#)