



DIAMOND HARBOUR WOMEN'S UNIVERSITY

**Diamond Harbour Road, Sarisha, South 24 Parganas, West
Bengal-743368**

Employment Notification No.: DHWU/03/OFFICER/2021

Date: 26th October, 2021

Applications are invited for the posts of **Finance Officer**. Last date of submission of application is 17th November, 2021

FINANCE OFFICER (One Post-UR)

Pay Matrix –: Level 14 with rationalized entry pay of Rs. 1,44,200 + Other Applicable allowances.

Essential Qualification

- i) Uniformly good academic record with a Master's Degree in Commerce/Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii) Chartered Accountant or Cost Accountant or equivalent professional qualification.
OR
Master's Degree in Business Administration with specialization in Finance.
- iii) 15(fifteen) years of working experience in management of finance in a Government/University or Institute of Higher Learning/Commercial Establishment of which 5 years must be in higher administrative post involving supervision, control, planning and administration.
- iv) Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

N.B: Retired employees aged below 65 years from West Bengal Audit and Accounts Services / Indian Audit and Accounts Services may apply on plain paper for contractual appointment.

General rules and instructions:

1. Applications must be on prescribed application form available on the university website (www.dhwu.ac.in). No application except in the prescribed application form shall be considered.
2. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer prior to the interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
3. Incomplete applications will not be entertained.
4. The University will not be responsible for any postal delay.
5. Appointments will be made on probation for one year which may be waived or extended in exceptional cases and will be guided by the rules as framed and/or amended from time to time. During or at the end of the period of probation, the service of the officer concerned may be terminated with one month's notice or with one month's salary in lieu thereof, without assigning any reason. On satisfactory completion of the probationary period, the incumbent concerned will be considered for being confirmed in service. Stipulations in respect of experience and age may be relaxed by the Council in case of exceptionally brilliant candidates on the recommendation of the relevant Selection Committee. The choice of the selecting authority need not necessarily be confined only to those who formally apply.
6. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's level in the case of SC/ST/Physically handicapped candidates.
7. Mere fulfilment of eligibility conditions do not entitle a candidate to be called for interview. Only those candidates short-listed on the basis of criteria to be adopted by relevant committees will be called for interview.
8. No TA/DA shall be paid to the candidates for attending the interview.
9. Application fees once paid shall not be refunded under any circumstances.
10. The University may verify the antecedents or documents submitted by a candidate at any time, including at the time of appointment or during the tenure of her/his service. In case it is detected that the documents submitted by the candidate are fake or the candidate has clandestine antecedents/ background and has suppressed the said information, her/his services shall be terminated.
11. The University reserves the right not to fill up the post for which this advertisement is being made if circumstances so warrant.
12. 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 candidates.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.

14. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc. it shall be so stated and recorded.
15. The prescribed qualifications and experience will be the minimum. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition(s) than may be deemed fit.
16. In cases of any disputes any suits or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.
17. The age of superannuation for all the post shall be as per UGC norms/Govt. West Bengal rules.
18. Canvassing in any form may lead to cancellation of candidature.
19. Application should be accompanied with a non-refundable demand draft of Rs. 1500/- (for UR candidates) or Rs.1000/- (for SC/ST candidates) drawn in favour of “Diamond Harbour Women’s University” payable at Diamond Harbour.
20. Applicants may please include two self-addressed unstamped envelopes of 25x13 cms. Completed applications in prescribed forms along with photocopies of two sets of all credentials & documents must reach with this following address by **17th November, 2021** by registered/ speed post only.
Application form sent by courier or by person will not be received.

**To
Office of the Vice Chancellor
Diamond Harbour Women’s University,
Diamond Harbour Road, Sarisha,
South 24 Parganas,
West Bengal-743368
India**



DIAMOND HARBOUR WOMEN'S UNIVERSITY

Diamond Harbour Road, Sarisha, South 24 Parganas, West
Bengal-743368

Application Form for Finance Officer (Application should be routed through proper channel)

Self-attested recent
passport size
photograph of the
applicant.

To
The Office of the Vice Chancellor
Diamond Harbour Women's University
Diamond Harbour Road, Sarisha
South 24 Parganas, 743368

Sir/Madam,

With reference to your Advertisement No: _____ dated _____ for the above-mentioned post, for which the last date of submission of application is _____, I present myself as an applicant for the same. My bio-data and other relevant particulars are given below.

Yours faithfully

.....
(Signature of the Applicant)

Dated....., 20.....

BIODATA

1. Name (in block letters).....
2. (a) Present Position.....
(b) Present Employer (if any).....
3. (a) Address for communication (in block letters).....
.....
(b) Permanent Address.....
.....
(c) Phone : (Landline).....(Mobile)
- (d) Email id.....

4. (a) Date of Birth

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 (b) Age (as on the last date of Advertisement) :
5. Gender:
6. Nationality:
7. (a) Name of Father
- (b) Name of Mother.....
8. Marital Status: (a) Single / Married
- (b) Name of Spouse (If Married).....
9. (a) Whether belonging to Scheduled Caste/Scheduled Tribe/OBC-A/OBC-B/PWD:

Yes	NO
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- (b) If yes, please tick in appropriate box/boxes
(Necessary documents are to be attached)
- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| SC | ST | OBC-A | OBC-B | PWD |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

10. Details of Bank Draft:

Sl.	Name of Bank	Draft	Issuing Date	Amount

11. Educational qualifications (chronologically starting from Secondary Examination):

Sl. No	School/College /Institute	Name of the Board/ University/ Institution	Examination/Degree/ Diploma passed	Distinction / Class/ Division	Subjects(Please mention field of specialization, honours, etc., where applicable)	Percentage of marks	Year of passing

12. Details of Employment in chronological order starting with the current position (Gaps, if any, should be explained):

Sl. No.	Organization/ Institute	Position Held	Nature of duties/work	Date of joining	Date of leaving	Last Pay & Scale of pay	Additional remarks about experience, if any

13. Present pay and Allowances:

Scale of Pay	AGP / GP	Basic Pay	Allowances	Gross amount drawn

14. If selected, time required to join:

15. Particulars of extracurricular activities, if any:

16. Any other information that may be considered:

17. (a) Have you ever been dismissed/removed/asked to retire from service :

Yes	No
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(b) If Yes, give details:

18. Give the names of not more than two referees (with designation, full address, Phone No., e-mail id.):

(a).....

(b).....

Declaration:

I hereby declare that the information furnished in the application are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event to any information being found false or incorrect at any stage, my candidature/ appointment is liable to summary cancellation/ termination without any notice or any compensation in lieu thereof any compensation in lieu thereof.

Date :

Signature of the Applicant

N.B.: (a) Self attested copies of all documents and testimonials are to be enclosed with the application.

(b) Attach extra sheet/ sheets whenever necessary