



DAV UNIVERSITY

Jalandhar, Punjab, (INDIA), Tel: 0181-2708845

DAV University traces its roots to the legacy reforming and redefining India's educational scenario for 130 years. The University invites applications for the following post:

FINANCE AND ACCOUNTS OFFICER

Please visit www.davuniversity.org for application form, eligibility, last date of application and other details.

- Registrar

Finance and Accounts Officer

Qualifications & Experience for Appointment:

A Master's degree of a recognized University along with Fellow of Institute of Chartered Accountants of India having a minimum of 08 years' experience under Central/State Government or its autonomous bodies or a recognized University set up under any Central/State Act;

OR

A Master's degree along with Fellow of Institute of Cost & Works Accounts of India with 10 years of experience under Central/State Government or its autonomous bodies or a recognized University set up under any Central/State Act;

Desirable:

Working experience of computerization of Accounts;

Experience of handling Income tax matters.

Procedure for application:

1. Download prescribed application form from www.davuniversity.org
2. **Prepare DD for Rs 1000/- (Rs 500/- for the candidates belonging to SC/ ST) in favour of Registrar, DAV University, Jalandhar payable at Jalandhar.**

3. **Superscribe “APPLICATION FOR THE POST OF FINANCE AND ACCOUNTS OFFICER”** on the envelope containing the application form.
4. Send the application form along with single set of testimonials (attached to the original form), nine photo copies of the duly filled form only plus DD through **REGISTERED POST/ BY HAND** to:

**The Registrar,
DAV University,
Vill: SARMASTPUR,
Jalandhar-Pathankot Highway (NH 44),
JALANDHAR (Punjab) PIN: 144012.**

5. In addition to hard copy, applicants shall also scan the duly filled application and mail the same to jobs@davuniversity.org along with the scanned copy of the DD.
6. **The applications on prescribed format must reach before or on Dec 31, 2015. Incomplete applications or applications reaching after 5:00 pm on Dec 31, 2015 shall not be entertained.**
7. Higher start can also be considered for well-deserving candidates.
8. Retired persons from reputed institutions shall also be considered.
9. If already employed, attach NOC from the employer.