

ADVERTISEMENT NOTIFICATION – CHIEF FINANCIAL OFFICER (CFO)

The institute invites applications for the position of **Chief Financial Officer (CFO)** to lead the Institute's financial strategy and operations in line with statutory and regulatory frameworks.

Post Name: Chief Financial Officer (CFO)

No. of Posts: 01

Post Type: Contractual (Full-time)

Consolidated Pay: Negotiable based on qualifications and experience

Application Fee (Online): Rs. 236/-

Application End Date: June 30, 2025, till 6.00 p.m.

Job Responsibilities:

- Ensure full compliance with statutory frameworks including UGC, MoE, MHRD, AICTE, and other regulatory authorities.
- Monitor adherence to financial provisions under the Income Tax Act, Companies Act, and other financial regulations relevant to deemed universities.
- Lead financial planning, budgeting, forecasting, and institutional cost-centre management.
- Oversee accurate, timely accounting and financial reporting, audits, and disclosures.
- Strengthen fiscal discipline through internal controls, risk management, and governance mechanisms.
- Devise strategies for raising finance through government grants, international funding bodies, endowments, and CSR channels.
- Establish systems for grant writing, donor reporting, utilization certification, and project-based financial tracking.
- Supervise taxation compliance, including TDS, GST, returns, and assessments.
- Coordinate with statutory auditors, CAG audit teams, and grantors for financial scrutiny.
- Develop long-term sustainable financial strategies to support academic and research excellence.
- Manage payroll, pensions, retirement benefits, and finance-related HR policies.
- Advise the Executive Council and Finance Committee on financial policies, investments, and capital expenditures.

Pay Scale: Negotiable with qualifications and experience.

ELIGIBILITY:

Essential Qualifications:

- Chartered Accountant (CA) or equivalent (ICWAI, MBA Finance with proven track record).
- Minimum 5 years of experience in financial leadership roles, preferably in academic/research institutions, or reputed Entity.
- Thorough knowledge of Indian accounting standards, government financial systems, and institutional finance norms.

Desirable Qualifications:

- Experience working with or under UGC/AICTE/MoE-recognized frameworks.
- Track record of raising large institutional grants and donor funds.
- Experience in ERP implementation and financial digitization.

Age Limit:

The minimum age limit for the post is 30 as of the date of advertisement. However, the Institute reserves the right to relax the age limit in the case of exceptionally qualified candidates.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Candidates applying for the post should submit their duly filled in Application Form online and latest Curriculum Vitae along with educational, experience and other related documents.
2. Incomplete applications will not be considered. Candidates furnishing incorrect/false/misleading information shall stand disqualified at any stage including during service.
3. Incomplete applications, as well as applications which are not submitted in the prescribed form along with the requisite testimonials, are liable to be rejected and no intimation in this regard will be sent to the candidates.
4. No correspondence will be entertained in respect of the advertisement, interview, selection, appointment etc. Canvassing in any form will lead to disqualification of the candidate.
5. No TA/DA will be admissible either for attending the interview or for joining the post.
6. Call letter for attending the interview will be sent only to the short-listed candidates to their email only. No correspondence will be entertained in case of the applicants not shortlisted for the interview.
7. Institute reserves the right not to fill the post if no suitable candidates are available.
8. The Institute shall not be held responsible for postponement or cancellation of scheduled interview/due selection procedure for any unforeseen/unavoidable reasons.
9. Last date for online submission of application is **30th June, 2025 till 6:00 pm.**

Institute reserves the right not to fill the post if no suitable candidates are available.

NO EMPLOYEE FROM THE INSTITUTE IS AUTHORIZED TO CONTACT ANY CANDIDATE FOR ANY PURPOSE OTHER THAN THROUGH OFFICIAL MAIL.

PLEASE DO NOT FALL PREY TO ANY MISREPRESENTATION.

REGISTRAR

June 7, 2025