

**Recruitment Advertisement No:  
NFSU/FO/03/2024**

**ADVERTISEMENT FOR THE POST OF FINANCE OFFICER**

The National Forensic Sciences University is the world's first and only University dedicated to Forensic Science and its allied Sciences. The University is an Institute of National Importance under the Ministry of Home Affairs, Government of India. The University apart from having 08 Campuses at various places in India and abroad, 08 number of world class Centers of Excellences for doing cutting edge research & Innovation in various investigative sciences.

Online applications are invited for direct recruitment to the post of Finance Officer in National Forensic Sciences University (NFSU) as per the details mentioned below.

Date of Commencement of Online Application	<b>14<sup>th</sup> March, 2024</b>
Last date of Online Application	<b>14<sup>th</sup> April, 2024</b>
Link for Online Application	<a href="https://nfsu.ac.in/career">https://nfsu.ac.in/career</a>

**DETAIL OF FINANCE OFFICER POST:-**

Sr. No.	Post	UR	Pay Level
1	Finance Officer Tenure Post - 5 years	1	Level 14 (144200-218200)

**Details of minimum educational qualifications, experience and other essential requirements for the post.**

Name of post	Educational Qualification, Experience and other essential requirements
Finance Officer	<p><b>i.</b> Possess degree of Chartered Accountant / Cost Accountant awarded by ICAI / ICMAI (erstwhile ICWAI) <b>OR</b> Possess degree of MBA (Finance)/M.Com(Accountancy/Finance) with Minimum 55% marks or an equivalent grade in a point scale (wherever grading system is followed) obtained from any of the universities established or Incorporated by or under the Central or State Act of India or any other educational institution recognized as such or declared to be deemed as a University under section-3 of the University Grants commission Act, 1956 as amended from time to time.</p> <p><b>ii.</b> 15 years of experience involving sound knowledge of Central Govt. Rules relating to Accounts/Audit, Service Conditions, Treasury and Finance, out of which at least 8 years' experience in the Pay Level 12 or above <b>OR</b> 15 years' experience in Accounting and Auditing firm, out of which 10 years' experience after obtaining the degree of Chartered Accountant / Cost Accountant</p> <p><b>iii.</b> Should have adequate knowledge of English, Hindi, and Accounting Software.</p> <p><b>iv.</b> Not be more than 55 years of age.</p>

**Date: 14.03.2024**

**Sd/-  
Executive Registrar**

## GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

1. Only online applications will be accepted.
2. The applicant has to pay Rs. 1000/- as an application fee for application online. Candidates from SC/ST Category, PwBD and Women candidates are exempted from paying the application fee.
3. The online application processing fee is non-refundable, and no inquiries will be entertained in this regard by the University.
4. The Last Date for receipt of Online Applications is 5<sup>th</sup> April 2024.
5. The date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission of the online application.
6. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid any delay due to other unforeseen events or circumstances.
7. Incomplete applications in any respect will not be considered and no correspondence will be made in this regard.
8. Applicants are advised to submit the documents related to their Change of Name (if applicable) (i.e., Marriage Certificate, Gazette for Name Change, Aadhar Card).
9. Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
10. The University reserves the right to fill or not to fill the post, without assigning any reason and no notice will be issued in this regard.
11. The University shall verify the antecedents and documents submitted by candidates at any time, at the time of appointment, or during the tenure of service. In case it is detected that the documents submitted by the candidates are fake or the candidates have undesirable clandestine antecedents/background and have suppressed the said information, his/her services shall be liable to be terminated.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
13. It would be discretionary for the University not to consider candidates who are not likely to serve the University for a minimum period of 5 years from joining the University to Retirement.
14. Wherever grading or any other system than the percentage is followed, the result of the candidate should be converted into a percentage on the basis of the percentage conversion table declared by the concerned University.

15. The University reserves the right to restrict the candidates to be called for interview to a reasonable number based on qualifications and experience higher than the minimum prescribed as decided by duly constituted Scrutiny Committee(s) and approved by the competent authority. Call letters for attending the interview will be sent only to the short-listed candidates through E-mail. No correspondence will be entertained with applicants who are not short-listed to be called for an interview.
16. The prescribed qualifications are minimum and the mere fact that a candidate possesses the same does not create any right in his/her favor for being called for an interview.
17. Selection will be made on the basis of the candidates' overall record and performance in the interview.
18. Employee has to undergo such training and pass such examinations as may be prescribed by the University from time to time.
19. Candidates already in service must submit a NOC from their employer at the time of Interview. 'NO OBJECTION CERTIFICATE' along with a Vigilance Clearance Certificate from his /her employer to the University at the time of interview.
20. If called for an interview, the candidate will be required to produce all the original documents relating to educational qualifications, experience, and other essential requirements, etc. at the time of the interview, failing which, his/her candidature stands canceled.
21. If it is detected at any time, even during the service, that the details provided are wrong or documents produced by the candidate are fake or the candidate has undesirable antecedents/background and has suppressed the said information, his/her service shall be liable to be terminated and liable for legal action as per rule.
22. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
23. Age of superannuation for all the positions shall be as per University Act and statutes.
24. All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
25. The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
26. The University will not be responsible for any loss of e-mail, or loss of any communication due to the wrong address provided by the candidates.
27. No TA/DA will be paid for attending the interview.
28. Call letters and other correspondence for attending the interview, etc., will be sent to the eligible candidates by email only and will be displayed on the University website.

29. Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
30. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respects for appointment to the service. Persons dismissed by the Union Government or by a State Government or by Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
31. No person shall be recruited unless he/she is in good mental and physically fit and free from any physical defect that is likely to interfere with the efficient performance of his/her official duties except PwBD (Divyang Candidates). If selected and appointed, he/she shall be required to produce a medical fitness certificate from the medical board as specified by the University.
32. Candidates in their own interest are advised to check regularly the University website [www.nfsu.ac.in](http://www.nfsu.ac.in). They should also regularly check their email account for updates.
33. The terms and conditions of appointment shall be communicated to the candidate in the form of an "Offer Letter" to selected candidate. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
34. In case of any dispute, suit, or legal proceeding against the University, the jurisdiction shall be restricted to the Hon'ble High Court of Gujarat, Ahmadabad.
35. Amendments/changes if any in the advertisement shall be published only on the University website [www.nfsu.ac.in](http://www.nfsu.ac.in).
36. Before submission of application, the candidate must ensure that they have read all the instructions about the Educational Qualifications, Disciplines, Experience and other criteria and fulfills their eligibility for the post as per norms. Your candidature will remain provisional until the physical verification of the original documents by the University. Mere submission of Form, appearance in document verification/interview/test will not create any right whatsoever for the post.

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