



অসম মহিলা বিশ্ববিদ্যালয়  
Assam Women's University  
Rowriah, Jorhat-785004, Assam, India

No. AWU/Estt. /87 (Part - 2) / 2018 / 4781

Date: 03.02.2026

### CORRIGENDUM

With the approval of Hon'ble Vice Chancellor, Assam Women's University and in continuation of the earlier notification published vide No. AWU/Estt. /18/2014-15/Part-1/1183 dated 21.07.2023 applications are hereby invited from intending and eligible candidates for the post of **Finance Officer** at Assam Women's University, Jorhat.. The pay scale and eligibility criteria for the said post have been revised as per the approval of the Executive Council of Assam Women's University.

Sealed applications, accompanied by all relevant testimonials (including proof of educational qualifications and experience, if applicable), should be submitted to the **Office of the Registrar, Assam Women's University, Rowriah, Jorhat, Assam-785004** on or before **12.02.2026**.

Applicants must also submit a **Bank Draft (Non-Refundable)** in favour of **Registrar, Assam Women's University, Jorhat** (A/C No.: 37489604297, IFSC Code: SBIN0002003), payable at **State Bank of India, Assam Agricultural University Branch**.

*Note: Candidates who have already applied in response to the earlier advertisement AWU/Estt. /18/2014-15/Part-1/1183 dated 21.07.2023 need not apply afresh. However, they may submit updated bio-data and relevant supporting documents in accordance with the current advertisement, if desired, within the stipulated deadline.*

#### I.THE MINIMUM QUALIFICATION, PAY SCALE AND GRADE PAY AS ADMISSIBLE UNDER RULES ARE GIVEN BELOW:

Sl No	Name of the Post(s)	Vacant Post(s)	Minimum Qualification	Pay Scale	Category of Reservation
1.	Finance Officer (Five Year Term post)	01 (One)	A MCOM /MBA degree in Accounting and Finance with at least 55% of the marks or its equivalent CGPA scale, along with minimum of five (05) years of experience of financial administration/management in university or other government/PSU units.  Preferable: Preference shall be given to candidates having qualification of Chartered Accountant (CA) or Intermediate in Chartered Accountancy (CA-inter) from the Institute of Chartered Accountants of India.	Rs. 30,000- 1,10,000 0 Plus GP 15,700 +Other allowances	UR (Single Post)

#### II.CATEGORY WISE APPLICATION FEES:

Sl.	Category	Fees
1	<b>UNRESERVED</b>	Rs. 2,000/-
2	<b>OBC/MOBC</b>	
3	<b>SC/ST/PWD</b>	Rs. 1,000/-



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**III. AGE LIMIT AND RELAXATION:**

As per statutory provisions.

**IV. TERM:**

The Finance Officer shall be a whole-time salaried officer of the University who shall hold office for a period of five (05) years or till he/she attains the age of superannuation, whichever is earlier. The post of Finance Officer will be eligible for re-appointment.

**Important Notes:**

- 1) Any addendum or corrigendum related to the advertisement will be published exclusively on the University's official website.
- 2) Persons in employment should apply through proper channel or furnish a No Objection Certificate (NOC) from their employers. Suitable persons on deputation may also be considered. Incomplete applications or applications received after the last date or without application fee shall not be considered.
- 3) Applicants must fill in only correct information. If it is found, at a later date, that any information given in the application is incorrect / false, the candidature is liable to be cancelled / terminated.
- 4) Mere fulfilment of the minimum eligibility criteria shall not entitle an applicant for consideration to be called for interview / written test (*whichever is applicable*). The decision of the SCREENING COMMITTEE(s) of Assam Women's University for short listing of candidates is final and binding.
- 5) Claims of educational qualifications or any other technical qualifications must be supported by relevant certificates as well as mark sheets. Applications not supported by relevant documents shall be summarily rejected.
- 6) Candidates should enclose photocopies of certificates as evidence of age, educational qualifications, experience etc.
- 7) Canvassing in any form will disqualify the candidates.
- 8) Application other than in prescribed format shall not be entertained.
- 9) The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any topographical error before the last date of prescribed for receipt of applications.
- 10) All experience certificates having the signature and seal of the employer, must be Submitted.
- 11) The institute reserves the right to withdraw the post advertised.
- 12) University will not be responsible for postal delays.
- 13) Application fee paid is non refundable in any case.
- 14) **Application Fee (Non-Refundable): A Bank Draft of Rs. 2000/- (Rupees Two Thousand Only) for Unreserved/OBC/MOBC category and Rs. 1000/- (Rupees One thousand only) for ST/SC category as non-refundable processing fee to the Registrar, Assam Women's University, Jorhat (A/C No. 37489604297, IFSC Code: SBIN0002003, State Bank of India, Assam Agricultural University Branch). Applications should be addressed to the Office of the Registrar, Assam Women's University, Jorhat, PIN-785004. The prescribed application form and detailed advertisement, including terms and conditions, are available for download on the university's official website at [www.awu.ac.in](http://www.awu.ac.in).**
- 15) All communication will be made through e-mail.



Registrar

Assam Women's University,  
Jorhat-04  
Assam



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Copy forwarded for information to:

1. The Hon'ble Vice-Chancellor of Assam Women's University for kind information.
2. The Controller of Examination, Assam Women's University, Jorhat for information.
3. The Director, Directorate of Information and Public Relations (DIPR) Assam, Dispur Guwahati-781006 with a request to publish the matter in print and electronic media as per the specimen attached herewith.
4. The Finance Officer i/c, Assam Women's University, Jorhat for information.
5. The System Analyst, for uploading the same in the University website.
6. Office Copy.

Registrar  
Assam Women's University,  
Jorhat-04