



Dr. Binud Ch. Borah
Registrar

No. AWU/Estt. 87/Part-02/2018/4827

Date:17.02.2026

NOTIFICATION
RE-ADVERTISEMENT FOR THE POST OF FINANCE OFFICER

With the approval of Hon'ble Vice Chancellor, Assam Women's University, it is notified for all concerned that the Advertisement for the Post of Finance Officer in Assam Women's University notified vide Nos. AWU/Estt./18/2014-15/Part-1/1183 dated 21.07.2023 and AWU/Estt./87/part-02/2018/4781 dated 03.02.2026 are hereby declared as cancelled due to certain technical reasons.

Notified further that **Fresh** Applications from intending and eligible candidates are hereby invited for the post of **Finance Officer** at Assam Women's University, Jorhat as per the pay scale and eligibility criteria and terms & conditions mentioned as 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. Maximum age 40 years on 01.11.2025.	Rs. 30,000 - 1,10,000 Plus GP 15,700 +Other allowances	UR (Single Post)

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 **24.02.2026** (by 3.00 p.m).

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**. However, the Candidates applied for the said post vide the Notification AWU/Estt. /87/part-02/2018/4781 dated 03.02.2026 are need NOT to pay the Application fee again. However, they have to apply a fresh.

CATEGORY WISE APPLICATION FEES:

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



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Assam Women's University

Rowriah, Jorhat-785004, Assam, India

Dr. Binud Ch. Borah
Registrar

SCHEDULE:

- | | |
|---|---------------------------|
| A. Last date of submission of Applications | : 24.02.2026 (3:00 p.m.) |
| B. Notification of the List of Short-listed Candidates
(on the University website) | : 24.02.2026 (5:00 p.m.) |
| C. Sending of Call Letters to Short-listed Candidates
(by the e-mail given in the Application Forms) | : 24.02.2026 |
| D. Date of Interview | : 26.02.2026 (10:00 a.m.) |

AGE LIMIT AND RELAXATION:

The age limit of the candidates will be calculated on the basis of the Matriculation/ HSLC Admit Card or Pass Certificate issued by a recognized Central/State Board/Council and no other document shall be accepted in lieu of the mentioned documents.

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 Finance Officer shall 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 shall be 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**



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Assam Women's University

Rowriah, Jorhat-785004, Assam, India

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application form and detailed advertisement, including terms and conditions, are available for download on the university's official website at www.awu.ac.in.

15) All communication will be made through e-mail.


17/2/2026
Registrar

Assam Women's University,
Jorhat-04

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 Finance Officer i/c, Assam Women's University, Jorhat for information.
4. The Publication Division, The Assam Tribune for publishing the Advt. as per the specimen attached herewith and submitting the bill in triplicate for payment.
5. The System Analyst, for uploading the same in the University website.
6. Office Copy.


17/2/2026
Registrar

Assam Women's University,
Jorhat-04



ASSAM WOMEN'S UNIVERSITY

(Established by an act XXII of 2013 of State Legislature of Assam as a State University vide Notification LGL. 149/2011/92 dated 21.08.2013)

Rowriah, Assam, Pin-785004

Paste your
Colored
Passport size
Photograph

Application Form

For the Post of Finance Officer at Assam Women's University

Advertisement No. & Date:

Post Applied for:

Details of application fee paid

Name of the Bank

Demand Draft No.:

Amount paid:

General Conditions/Instructions

1. Applicants should fill up the application form in her/his own handwriting/ typed neatly and clearly.
2. Latest passport size photograph should be pasted at the specified page.
3. Self attested photocopies of all relevant documents must be enclosed with the application form and have to be submitted in a single envelope.
4. Applicant must mention the name of the post applied for on the top of the envelope submitting application.
5. Incomplete application form without prescribed fees and without supporting document would be rejected.
6. 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, JFSC Code: SBIN0002003, State Bank of India, Assam Agricultural University Branch)
7. Applications should be addressed to "The Registrar, Assam Women's University, Rowriah, Jorhat-785004", and have to be reached before 12.02.2026.

1. General Information of Applicant

Name(surname underlined) (in Block Letters)	
Nationality	
Religion, if any	
Date of birth(dd/mm/yyyy) (Attested copy of HSLC certificate to be enclosed)	
Age as on 01.01.2026	
Gender	
Father's name/ Mother's Name	
Marital status(married/unmarried)	
Category (SC/ST(P)/ST(H)/OBC/PwD/Gen) (attached certificate if applicable)	
In the case of PwD (Persons with Disability), please state the name of disability as OH(Orthopedically Handicapped), VH(Visually Handicapped) or HH(Hearing Handicapped) (certificate to be attached if applicable)	
Address for correspondence	
Permanent address	
Phone No.(Please indicate STD & ISD Wherever applicable)	Mobile No.: Landline No.:
Email ID	
Have you ever been convicted by a court of law for any offence? If so, details thereof	
Have you ever been punished or debarred from services any organization? If so, details thereof	
Whether any disciplinary case pending against you? If any major/minor penalty has been imposed on you.	

2. Educational Qualifications (in Chronological order):

Sl. No.	Course Completed	Board/ University	Name of the Institution	Division/ Class	Total Marks	PC/ CGPA of Marks	Year of Passing

3. Any other academic exposure/ professional qualification/ training etc.

Sl.No.	Post/Assignment	Organization /University	Area of Assignment	Duration		
				From	To	In years& Months

4. Details of proficiency in computer (Enclose certificate):

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5. (a) Employment details (in chronological order from latest to oldest)

Sl.No.	Post held	Pay Scale	Organization	Nature of Duties	Duration		Experience (in years and Months)	Type of employment (permanent/contractual/ad-hoc/temporary)
					Date of joining	Date of leaving		

5. (b) Participation and contribution in relevant areas in higher education

Particulars	Organization	Area of specialization
Visiting Professor		
Resource Person		
Others(Specify)		

6. Scholarly achievements:**A. Contribution to journals and books**

Particulars	Details
Books authored	
Editor in Chief	
Editorships	
Peer reviewer for	
Fellow/Member of the professional bodies/societies	
Patents/Copyrights	
Others(Specify)	

B (i) Publications (kindly provide a list of scholarly publications in recognized professional and/or academic journals)

Total Publications (in numbers in entire career) (in numbers in last 5 years)

Sl.No.	Date	Title	Name of Journal	Referred journal or not

C. Participation and scholarly presentations in conferences:

C(i) National: (numbers) C(ii) International: (numbers)

Important presentations made in the last 5 years (details to be presented in the table below)

Sl.No.	Date	Title of Conference & Institution	Title/Subject of Presentation (if made)	Mode of presentation (oral/ poster)

D. Details of conferences/seminars/ symposia/workshop/training courses organized as Conveners/organizing secretary.

Sl. No.	Title of the event	Duration (from & to)	Venue	Total participants	Approximate expenditure	Funding agencies

7. Research Projects (as principal investigator or Co-investigator)

Sl. No.	Title of the project	Nature of project	Funding agency	Duration of project (from & to)	Total grant (Rupees)

8. Consulting experience(in the last 5years)

Sl. No.	Client/ Organization's Name	Nature of assignment	Duration of assignment

9. Honours/Awards & Fellowships for Outstanding Work

Sl.No.	Name of Award/Fellowship etc.	Elected/Honorary Fellow	Awarded by	Year of Award

10. Membership of professional bodies**11. Additional Information, if any, and not covered above**

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12. Details of Referees, if any (Maximum 3)

1	2
Name:.....	Name:.....
Address:.....	Address:.....
PIN code:.....	PIN code:.....
Email:.....	Email:.....

Declaration

I hereby declare that the information given by me in the Application and the documents enclosed with the application form are true and complete to the best of my knowledge and belief. If at any time, I am found to have concealed/distorted any information or given any false statement, my candidature is liable to be cancelled without notice or compensation and I may be subjected to legal/disciplinary proceedings.

Date: _____

Place: _____

(Signature of the Applicant in full)

Enclosure:

i)

iii)

v)

ii)

iv)

vi)

No Objection Certificate from present employer

(To be printed on the official letterhead of the Institution and maintained in the same format)

Please indicate if NOC is not applicable: Yes/No

Forwarded with the remarks that the facts stated in the above application about Mr./Ms.....have been verified and found to be true and correct and the(institution/ organization) has no objection to the candidature of the applicant being considered for the post applied for.

Place:

Date:

Signature & Seal of the Head of the Institution

Name:

Designation:

Address: