



HIDAYATULLAH NATIONAL LAW UNIVERSITY
NAVA RAIPUR ATAL NAGAR - 493661 CHHATTISGARH

Recruitment Notification for Finance Officer
No. 03/2024 dated 26/12/2024

No.: HNLU/735/2024

Date: 26.12.2024

Hidayatullah National Law University (HNLU), Raipur, a State University established under the Hidayatullah National University of Law Chhattisgarh Act, 2003 (No. 10 of 2003) and recognized by the University Grants Commission (UGC) under Sections 2(f) and 12B of the UGC Act, 1956, invites applications from qualified and experienced professionals for a full-time position of **Finance Officer**.

A. Job Details

- **Post & Category:** Finance Officer (1 UR)
- **Pay Level:** Level 14 as per VII CPC - Rs.1,44,200 - 2,18,200
- **Age Limit:** Below 60 years as of the last date of application
- **Tenure:** Regular appointment until the age of superannuation (62 years), subject to successful completion of probation as per HNLU regulation

B. Qualifications and Experience

Qualification and Experience	General Job Description
<p>ESSENTIAL:</p> <p>a) Master's Degree in Commerce / Financial Management / any other equivalent discipline or Chartered Accountant / CMA / ICWA.</p> <p>b) 15 years of experience in the Finance department of central or state government or Public Sector Corporation or in the corporate sector.</p> <p>DESIRABLE:</p> <p>a) Well-versed in the financial/accounting systems and related software.</p> <p>b) Experience as Superintendent Grade-I and exposure in dealing with State Finance departments or equivalent.</p> <p>c) Proficiency in GAAP Regulation.</p> <p>d) The Candidate to be fluent in reading, writing and spoken English.</p> <p>e) Candidates with experience in national level higher education institutes will be preferred.</p>	<p>To Manage:</p> <ol style="list-style-type: none">1. University's accounting, auditing, budgeting, finance, and other related activities.2. Implementing financial policies; financial planning, budgeting and managing funds.3. Preparation of monthly expenditure receipts and data reports in a centralized accounting system.4. Updating cash flow forecasts and ensuring timely remittance requests to ensure sufficient funds are available to meet University expenditure5. Computerized accounting systems and spreadsheets to assist day to day accounting procedures and reporting requirements.6. Compliance of legal, financial and procurement policies for donor funded projects.7. Risk management in line with university policies and procedures.8. Fixed assets and updating the same on a quarterly basis.9. Fiscal Prudence and cost saving measures10. Interfacing and liasoning with the government officials.

C. Application Fee

- **Amount:** INR 1,000/-
- **Payment Details:**
 - Account Name: Registrar, Hidayatullah National Law University
 - Bank Name: State Bank of India
 - Account No.: 00000041394244908
 - IFSC Code: SBIN0018097
 - Branch: Indravati Bhawan, Naya Raipur

D. General Conditions

1. Meeting the minimum qualifications does not guarantee an interview call.
2. Qualifications must be from recognized universities/institutions.
3. Original documents must be presented at the interview.
4. HNLU may limit the number of interviewees based on the volume of applications.
5. Government/Public Sector candidates must provide a "**No Objection Certificate**" from their employer.
6. Incomplete applications will be rejected.
7. Canvassing or providing false information will result in disqualification.
8. HNLU promotes equal opportunity and diversity.
9. Communication will be conducted exclusively through email.
10. Travel and accommodation expenses for interviews must be borne by candidates.
11. HNLU reserves the right to withdraw the advertisement or cancel the recruitment process without prior notice.
12. The University's decision is final in all matters related to this advertisement.

E. Application Submission:

Interested individuals should visit the University's website to download and complete the application form available at <https://hnl.u.ac.in/vacancy-application-form/>.

- a. *The duly filled soft copy to be emailed to recruitment2025@hnl.u.ac.in.
- b. *The hard copy of the application along with the relevant supporting documents (as clear photocopies) to be sent by speed post / reliable courier marked as "**Recruitment-2025 - HNLU**" to reach the campus by **3:00 p.m.** on **January 10, 2025**. The address for the same is: -

Office of the Vice Chancellor
Hidayatullah National Law University
Sector-40, Uparwara
Nava Raipur Atal Nagar, Chhattisgarh - 493661
Land Mark - Near IDBI Bank, Uparwara Branch

- c. The hardcopy can also be handed over to the Office of the Vice Chancellor at the address mentioned above on or before **3:00 p.m.** on **January 10, 2025**.

*** Mandatory.**

NOTWITHSTANDING ANYTHING CONTAINED ABOVE:

- a. **The University reserves all rights to increase/decrease the number of posts.**
- b. **The University reserves all rights to make/not to make appointments on particular post/s.**
- c. **The University also reserves all rights to cancel this advertisement without assigning any reason.**

Sd/-
Registrar (I/c)