

Sr. No.	Name of the Post	No. of Post	Nature of Post	Pay Scale	Qualification & Experience
1	Deputy Finance Officer	01	Contractual for a period of two years, which may be extended.	Consolidated Salary (Rs. 40,000/- p.m.)	i) CA (Inter)/ I.C.W.A./M.Com degree with at least 55% marks from a recognized University. ii) Five year experience in recognized University/ Institution of Higher education/Public Sector. iii) Must have passed Punjabi at Matric level

GENERAL CONDITIONS:

- Any application without required certificates/testimonials is liable to be rejected.
- All Degree Certificates should be from recognized Universities. Further, attach conversion criteria of CGPA to percentage (%) from the University/Institution/ Board, failing which the University will apply its own conversion criteria.
- The applicant will be responsible for the authenticity of submitted information, other documents and photograph etc. Furnishing of any false information and/or suppression/concealment of facts shall lead to rejection/cancellation of selection/recruitment.
- Mere fulfilment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
- The University reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in this advertisement, and as per merit decided by scrutiny committee.
- The University will not be responsible for any postal delay in submission of applications.
- The application must be accompanied by a demand draft of Rs. 500/- drawn in favour of Registrar, Sri Guru Granth Sahib World University, Fatehgarh Sahib, payable at Fatehgarh Sahib.
- The candidates should bring all relevant original certificates and testimonials at the time of interview (Original and one set attested copy).
- Incomplete applications/applications without necessary enclosures/ applications without application fee will be summarily rejected.
- No correspondence, whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview or selection.

- Canvassing in any form will lead to disqualification of that candidate for the post.
- The decision of the Competent Authority will be final in the matter of selection.
- Any dispute regarding recruitment will fall under the jurisdiction of District Fatehgarh Sahib.
- No T.A./D.A. will be paid for attending the interview.
- The candidates already in service should send their applications through proper channel.
- The candidates are advised to browse the University Website: **www.sggswu.edu.in** regularly, for updation.

HOW TO APPLY

- Applications must be submitted in the prescribed format. Candidates can download the same from the University website **www.sggswu.edu.in**
- Please mention **Post** on the left-top corner of the envelope containing the application.
- The filled in application should be accompanied by application fee of **Rs. 500/- in the form of Crossed Demand Draft drawn in favour of "Registrar, Sri Guru Granth Sahib World University, Fatehgarh Sahib"** payable at Fatehgarh Sahib.