



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY, KASHMIR

DETAILED ADVERTISEMENT NOTICE No: 04 OF 2025

Dated: 31-12-2025

Online Applications are invited from the eligible candidates for the following posts available at Islamic University of Science & Technology, Kashmir as per details mentioned below. Appointments shall be governed by the University Grants Commission (UGC) Regulations / University Statutes / JK CSR (amended from time to time).

S.No.	Name of the post	Number of the posts	Eligibility
01	Finance Officer (Pay Level-14 (144200-218200))	UR-01	Essential Qualification: (i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) Persons, who have knowledge or experience of Financial regulations/ Financial Administration/ Financial Management/ Accounting procedures and are working in Universities / Establishments of Higher Education / Research institutes /PSUs/ or other govt. organizations and presently working: as teacher or research staff, with at least 15 years of experience as Assistant Professor in the Academic Level 11 (Pre-revised AGP Rs.7000) and above or with eight years of service in the Academic Level 12 (Pre-revised AGP Rs. 8000) and above including as Associate Professor along with at least 3 experience in educational administration; OR as Finance Officer, with service of at least fifteen years, including eight years as Deputy Finance Officer or Deputy Registrar. OR In any administrative position with 15 Years of administrative experience, of which 8 years shall be as a Deputy Registrar or an equivalent post*. * Equivalent post is one carrying same Pay band / Level and Grade Pay. OR Comparable experience in Government or a Public Sector Undertaking and possessing appropriate experience of financial administration / management /accounting procedures with 15 years of experience including at least eight (08) years of relevant administrative/financial experience as Group 'A' officer in Public Sector Undertakings (PSU) at a level not below E-1 (Executive), or in a Public Sector Bank/Financial Institution at a level not below Scale-I (Probationary Officer) or its equivalent.



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			<p>Desirable Qualifications.</p> <ul style="list-style-type: none"> (i) Master's degree in Finance / Commerce/MBA (Finance)/ Actuarial Science/ CA/ICWA with 60% marks and above or an equivalent grade. (ii) Well versed with the Financial Management / Accounting Systems in autonomous institutions or State Government or Central Government or PSUs (iii) Experience of working with University ERP / University Management System (iv) Experience in Accounts/Finance related software. (v) Good Knowledge of rules / regulations of Universities/ Research & Development Institutions, GFR-2017 and NEP2020
	<p>Deputy Registrar (Level – 12 (78800-209200)</p>	UR-2	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i) Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. ii) 5% relaxation in percentage of marks at Master's level will be extended to reserved categories as provided under UGC guidelines iii) Nine years of experience as Assistant Professor in the Academic Level 10 and above with 2 years' experience in educational administration. <p style="text-align: center;">OR</p> <p>Comparable experience* in research establishment and/ or other institutions of higher education. * Comparable experience at position carrying the same Pay level as that of Assistant Professor.</p> <p style="text-align: center;">OR</p> <p>Five years of administrative experience as Assistant Registrar/ Assistant Finance officer or an equivalent post **. **Equivalent post is one carrying same Pay Level-10 or above.</p> <p style="text-align: center;">OR</p> <p>Person working in Government or a Public Sector Undertaking and possessing appropriate experience of financial administration / management /accounting procedures with an overall administrative/financial experience of 9 years including five years at a post of Group A level#.</p> <p># In a grade not lower than E-1 (Executive) in Public Sector Undertakings, or in a grade not lower than Junior Management grade Scale-I (Probationary Officer) or equivalent in Public Sector Banks/Financial Institutions. In PSUs, all Executive level posts i.e. Board level executives and managerial level posts would be treated as equivalent to group 'A'.</p> <p><u>Desirable qualifications for Deputy Registrar</u></p> <ul style="list-style-type: none"> i) Master's degree in Law / Management / Human Resource Management/Public Administration/Engineering with 60% marks and above or an equivalent grade.
	<p>Deputy Finance Officer (Level – 12 (78800-209200)</p>	UR-1	



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			<p>ii) Well versed with the University Statutes, UGC Regulations, Service Laws and Codal Procedures.</p> <p>iii) Good Knowledge of rules / regulations of Universities / Research & Development Institutions and NEP2020</p> <p>iv) Experience of working with University ERP / University Management System.</p> <p>v) Communication skills both oral and written in handling areas of personal administration/ academics/ examination in reputed institutions/organizations.</p> <p>vi) A good Knowledge / proficiency in the use of Computer Applications.</p> <p><u>Desirable qualifications for Deputy Finance Officer</u></p> <p>i) Master degree in Financial Management / Commerce / Business Administration (Finance) / Economics/ Actuarial Sciences with 60% marks and above or an equivalent grade.</p> <p>ii) Preference will be given to CA/ICWA qualified candidates with good academic record.</p> <p>iii) Well versed with the Financial Management / Accounting Systems.</p> <p>iv) Good Knowledge of rules / regulations of Universities/ R&D Institutions, GFR-2017 and NEP2020</p> <p>v) Experience of working with University ERP / University Management System</p> <p>vi) Communication skills both oral and written.</p> <p>vii) A good Knowledge / proficiency in the use of computerized accounting system and accounting software</p>
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Important dates / Notes:

- The age of the applicants should not exceed 55 years as on 01-01-2026.
- The appointment to the post of Finance Officer shall be for a tenure of 05 years including one-year probation or till attaining the age of superannuation i.e. 62 years, whichever is earlier.
- CA /CS / ICWA qualifications shall be considered equivalent to PG Degree, wherever required as per the UGC Public Notice issued Vide D.O.No.9-35/2016 (CPP-II) Dated: 15 April, 2021.
- Date of availability of Online Application Form : 02-01-2025
- Last date of submission of Online Application Form : 23 -01-2025 (4.00 PM)
- Last date of submission of hardcopies of the Application Form: 30-01-2025 (4.00 PM)

Shortlisting / Selection Procedure:

1. Depending upon the number of applicants for each position, the University may conduct a written test to shortlist the candidates.
2. The criteria for shortlisting of candidates for interview for all above posts shall be as follows:



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“20 candidates shall be shortlisted for one post and 05 candidates for every additional post”.

GENERAL TERMS AND CONDITIONS/ INSTRUCTIONS.

1. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
2. For the post of Deputy Registrar and Deputy Finance Officer, the applicant shall be domicile of the Jammu and Kashmir.
3. Candidates not fulfilling the eligibility requirements prescribed here-in-above as on the last date prescribed for submission of online application form need not to apply.
4. The candidates are advised to fill up the online application form carefully. Information not provided under the relevant heads / columns shall not be considered.
5. Candidates are required to apply online through University website **www.iust.ac.in** No other means/ mode of application will be accepted. The **non-refundable fee of Rs. 1000/-** (Rupees One Thousand only) shall have to be deposited as application fee through online mode.
6. The Candidates applying under various categories shall be required to produce the relevant category certificate/s duly issued by the Competent Authority failing which their candidature shall not be entertained.
7. Hard copy of Application Form complete in all respects duly supported by self-attested copies of all relevant documents, certificates and testimonials shall have to be submitted in the Office of the Registrar by or before the Last Date of submission of hardcopies of the application forms, failing which the Online Application Form submitted by the candidates shall not be considered.
8. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
9. The in service candidates should forward their application forms through their employer.
10. The terms and conditions governing the service shall be as per the UGC Guidelines / University Statutes / JK CSR with amendments from time to time.
11. Candidates who have been awarded Post Graduate / Ph.D degree from Foreign University should enclose Equivalence Certificate issued by the Association of Indian Universities (AIU), New Delhi without which their candidature will not be considered and application form will be rejected.
12. The time taken by candidates to acquire PG / M.Phil / Ph.D degree shall not be considered as teaching / research experience. However, the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience. The certificate to this effect issued by the Registrar of the Concerned University/Institution shall have to be attached by the candidate to claim for such experience.
13. Eligible candidates will be informed about the date and place of interview through University website / e-mail/ whichever is considered suitable by the University. However, University does not take any responsibility for non-receipt or delayed receipt of the intimation by a candidate.
14. All further relevant information /updates shall be uploaded on University website **www.iust.ac.in** only. The Candidates are advised to remain in touch with University website and notifying the same in newspapers shall not be obligatory on University part.
15. Eligible candidates will have to produce original documents relating to their qualification, experience etc. at the time of appearing in the interview.
16. The University reserves the right to alter/ insert any corrections / additions in the advertisement notice through university website only, for which the candidates are advised to remain in touch with the official website: www.iust.ac.in.
17. The University reserves the right to defer / not to fill up the post advertised here-in above, without assigning any reason thereof.



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18. The University reserves the right to place a limit on the total number of candidates to be called for interview.
19. Experience shall be counted as on the last date prescribed for submission of online application form.
20. The University shall verify the antecedents / documents submitted by a candidate at any time of the appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has undesirable antecedents and has suppressed any information, his/her service shall be liable for termination *abinitio* and the University may initiate prosecution under law.
21. The salary of the appointee shall not be released until a satisfactory report about his / her character & antecedents and qualifications/experiences from relevant agencies/institutions is not received.
22. The University reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in the process of selection in case any mistake is detected even after the issue of appointment letter.
23. The selected candidate shall be governed by the New Pension Scheme. However, this shall not apply in case of in-service candidates governed by OPS.
24. In case of any disputes /suits or legal proceedings against the University, the jurisdiction shall be confined to the Srinagar Courts only.
25. No TA/DA shall be paid to candidates for appearing in the interview.

Sd/-
Registrar

No. IUST/Reg/Adv/25/E/499

Dated: 31-12-2025