

**Recruitment for the post of Assistant Registrar  
(Finance) (On Contract)**

1.	Name of Post	AR (Finance) – On Contract
2.	Remuneration	Between Rs.50,000/- and Rs.70,000/- per month in commensurate with qualification and experience
3.	Age-limit	Age not more than 63 years (As on last date of application)
4.	Educational and other qualifications	<p><b>Essential:</b> <b>Category - I</b></p> <p>A Master’s degree in Commerce with at least 55% marks or its equivalent grade or a Bachelor’s Degree with CA/ICWA; the degree should be from a recognized University. At least five years’ of experience in an office of Finance and Accounts wing in a senior position in any reputed organization.</p> <p style="text-align: center;">OR</p> <p>C.A / I.C.W.A with at least 3 years’ of experience in finance and accounts as a practicing chartered / cost accountant or worked in a senior position in any reputed organization in the area of Finance &amp; Accounts</p> <p><b>Category - II</b></p> <p>Serving or retired officers who had put in a Service of at least 5 years in Group A in the area of Finance &amp; Accounts from;</p> <p>1) Central / State Governments / PSU [or] 2) Universities or Research organizations under Central/ State Government.</p> <p><b>Desirable:</b></p> <p>Good knowledge of Information, Communication and Technology , especially in accounting software.</p>

**Note**

1. Applications will be accepted through email [recruitment.vizag@imu.ac.in](mailto:recruitment.vizag@imu.ac.in)  
No other mode of application will be accepted. The Last date of submitting online application is **22.01.2023**.
2. After due scrutiny of the applications received, call letters shall be sent to short-listed candidates. The short-listed candidates shall appear for an interview. The mode of selection is by Interview. The venue of the interview shall be in Visakhapatnam and shall be informed of the place of interview.
3. Before the interview the short-listed candidate’s certificate shall be verified.
4. Candidates should bring with them all original certificates/testimonials and one set of self-attested copies of certificates regarding educational qualifications and professional experience and detailed CV/Resume.
5. No TA/DA will be paid to the candidates to attend Interview.

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**Other Terms and conditions: -**

1. The engagement is purely on temporary basis and will not confer any right for regular appointment.
2. The contract will be initially for a period of six months which may be extended by Competent Authority subject to the satisfactory performance and requirement of the university.
3. The contract may be terminated by giving one month's notice by either side.
4. He / She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time. He/ She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all times.