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UNIVERSITY OF JAMMU
NAAC ACCREDITED GRADE- A⁺⁺

ADVERTISEMENT NOTICE

The University invites applications from eligible and experienced candidates for engagement to the post of Audit Officer on a purely contractual basis, as per the details given hereunder:

S.No.	Name of the Post	No. of Post	Nature of Engagement	Consolidated Remuneration
1.	Audit Officer	01 (One)	Contractual	Rs. 30,000/- per month

Eligibility Criteria:

- Retired/retiring Audit Officer from Central Government/State Government/Union Territory Administration/Finance Department/ Office of the Comptroller and Auditor General (CAG).
- Preference shall be given to candidates having adequate experience in audit, accounts and financial administration.
- The applicant should preferably be below 64 years of age as on the date of issuance of this notification.
- Officers who are due to retire within three (03) months from the date of issuance of this notification shall also be eligible to apply.

Scope of Work/Duties:

- Examination and audit of accounts of the University and its constituent units.
- Ensuring compliance with applicable financial rules, regulations and audit standards.
- Assisting in preparation of audit reports and replies to audit objections.
- Advising the University authorities on financial propriety and audit-related matters.
- Any other work assigned by the competent authority from time to time.

Terms and Conditions of Engagement:

- The engagement shall be made purely on a contractual basis for an initial period of one (01) year.
- The contract may be extended further subject to satisfactory performance and requirement.
- The engagement may be terminated by either side by giving one month's prior notice or remuneration in lieu thereof.
- The appointee shall not be entitled to allowances or benefits admissible to regular employees.
- The engagement shall not confer any right for regular appointment/absorption.
- The appointee shall maintain strict confidentiality and integrity.

Procedure for Submission of Application:

- Applications complete in all respects should reach the office of the Assistant Registrar (Creation & Recruitment-NTW), University of Jammu within fifteen (15) days from the date of issuance/publication of this notification.



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Documents to be Produced at the Time of Interview:

- Updated Curriculum Vitae (CV)/resume.
- Original Certificate/testimonials.
- One set of self-attested photocopies of all relevant documents.

General Instructions:

- No TA/DA shall be admissible for attending the interview.
- The University reserves the right to accept or reject any application without assigning any reason.
- The University reserves the right to withdraw or modify the notification.
- The decision of the University shall be final and binding.

REGISTRAR
University of Jammu
11/6/26

No. Estab./NTW/C&R/26/785-884

Dated: 11-06-2026

Copy to:-

1. Spl. Secretary to the Vice-Chancellor for the kind information of the Hon'ble Vice-Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Dean Students Welfare/Dean Students Placement
3. Sr. P.A. to the Registrar/Controller of Examinations/Finance Officer
4. All Deans of Faculties
5. Director, CD&OE/DIQA/CITES&ET (with a request to direct the concerned to upload the same on the University website)/CDC/Computer Centre
6. Chief Coordinator Campuses/Rectors/Directors of the various Campuses of the University
7. All Heads of the Teaching Departments of the University/Directors of Centres
8. I/C Librarian, Dhanvantri Library
9. Director, Information Department, J&K Government, Jammu
10. The Chief Accounts Officer, University of Jammu
11. Chief Medical Officer
12. All Wardens of University Hostels
13. All Dy. Registrars/Assistant Registrars
14. All the Branch Officers of the Registry
15. Executive Engineer/Manager Guest House
16. President, JUTA/JUOWA/NTEU/JUNGEA
17. All Sections
18. Guard file

APPLICATION FORM

Name of the Post Applied: _____

Department from where retired/retiring: _____

(A) GENERAL INFORMATION:

1. Name in Full: _____

(In Block Letters)

2. Parentage: _____

3. Date of Birth: Day _____ Month _____ Year _____

4. Gender: _____

5. Permanent Address: _____

6. Address for Correspondence: _____

7. E-Mail Id: _____

8. Contact Number(s) _____

Note: The University will send all correspondence in the Email Id/Contact Number(s) of the candidates or on University website. Therefore, the candidates are required to keep their Email Id/Contact Number(s) active till the completion of the process of recruitment.

(B) ADMINISTRATIVE EXPERIENCE:

Name of the Organization	Designation	Scale of Pay	Period of Service		
			From	To	No. of years

I hereby declare that I have read and understood the terms and conditions of the notification and having accepted the same, made all the entries in this Application Form, which are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated.

Signature of the Applicant

Place: _____
Date: _____

