



# Chanakya National Law University

(University established by Act No. XXIV of 2006)

Nyaya Nagar, Mithapur, Patna - 800 001

Rolling Advt. No. 50/2026-27(Appt.)

Dated 14.08.2026

## **ROLLING ADVERTISEMENT**

Chanakya National Law University, Patna, a premier institution of Legal Education, invites online applications for the position of Finance Officer and Civil Engineer.

Interested candidates should upload their filled-in scanned application form in the prescribed format with relevant annexures through the following Google Form Link only, latest by 30<sup>th</sup> August, 2026.

<https://forms.gle/4PZRfwXJapVMHZF89>

### **(1) FINANCE OFFICER**

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|----|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Post                | Finance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. | No. of Post                     | 01 (One)-Unreserved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3. | Grade Pay                       | Pay Band 15600-39100 with Entry Pay of 7600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4. | Essential Qualifications        | Must have passed final CA examination<br><b>or</b><br>Who have serving or retired from any Accounts Services of Govt. of Bihar/ Bihar Audit Service and have/had been working in the Pay Level 12.                                                                                                                                                                                                                                                                                                                                                                                             |
| 5. | Essential Experience and Skills | (i) A minimum of 15 years of experience in a supervisory position maintaining audited accounts, preparing/ evaluation of tender documents, budgets and ensuring compliance with administrative processes and legal regulations, in a recognized University/State Government of Bihar or other public entity with over 100 employees on the payroll and having a turnover of more than INR 25 crores;<br>(ii) Fluency in written and oral English communication with excellent drafting, formulation and reporting skills;<br>(iii) Experience in MS Office software, Tally, Samarth, PFMS etc. |

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| 6. | <b>Job Description</b>      | <b>Finance &amp; Accounting responsibilities</b> <ul style="list-style-type: none"> <li>Manage the University accounting, auditing, budgeting, finance and other related activities.</li> <li>Formulate and implement financial policies; financial planning and budgeting; managing funds;</li> <li>Produce and regularly update cash flow forecasts and ensuring timely remittance requests to ensure sufficient funds are available to meet University;</li> <li>Operate and maintain use of computerized accounting systems and spreadsheets to assist day to day accounting procedures and reporting requirements;</li> <li>Ensure compliance with legal, financial and procurement policies for donor funded projects;</li> <li>Maintain records for fixed assets and updates them on a quarterly basis;</li> <li>Assist with expenditure control, ensuring adherence to University policies and procedures and advising team members on possible cost saving measures;</li> <li>Conducting audits and ensuring statutory compliance as per the applicable law.</li> </ul> |
| 7. | <b>Age as on 14.08.2026</b> | The candidate shall not have crossed the age of 62 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## **2. CIVIL ENGINEER**

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| 1. | <b>Name of the Post</b>         | Civil Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2. | <b>No. of Post</b>              | 01 (One)-Unreserved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3. | <b>Nature of Job</b>            | Contractual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4. | <b>Monthly Emoluments</b>       | Negotiable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5. | <b>Essential Qualifications</b> | <p>B.E./B. Tech in Civil Engineering from AICTE approved institute.</p> <p>At least 15 years' experience in Government Department/ University/ Public Sector in Building Construction and Maintenance.</p> <p>Candidates must have experience of preparation of Estimates, BOQ/ Analytics of Rate, Tender Document, Supervision of construction, repair works and preparation of bills etc.</p> <p>The applicant must be conversant with P.W.D. Code, P.W.A. Code, Bihar Financial Rules, I.S. Codes and other relevant codes.</p> |

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|----|--------------------------------|-----------------------------------------------------------------------------------------|
| 6. | <b>Desirable Qualification</b> | Have the experience of working in Building Construction Department of Bihar Government. |
| 7. | <b>Age as on 14.08.2026</b>    | The candidate shall not have crossed the age of 65 years.                               |

**General Conditions:**

1. The prescribed qualifications and experience are minimum and the mere fact that an applicant possesses the same will not entitle him / her for being called for interview. The University reserves the right to restrict the applicants to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed; or by any other condition that it may deem fit. Those who are possessing higher qualifications will be given preference. The University may constitute a Screening Committee to scrutinize the applications and short-list the applicants. Call letter for interview will be sent only to the short-listed applicants, and no correspondence will be entertained with applicants who are not short-listed.
2. The University on the recommendation of the Selection Committee may offer consolidated pay to an applicant who may have applied depending on his/her performance in the Selection Committee for the advertised post.
3. Applications incomplete in any respect shall not be considered at all.
4. The University reserves the right to fill the position advertised or not to fill the position.
5. University will make all correspondence only through email.
6. In case of any disputes / suits or legal proceedings against the University, the Jurisdiction shall be restricted to the High Court of Judicature at Patna.
7. The reservation roster as prescribed by Govt. of Bihar shall be followed.
8. The applicant must be a citizen of India.
9. Interested applicants are required to submit online application forms along with all relevant attachments through the following Google Form link:
10. Applicants shall have to produce original documents at the time of interview.
11. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post.
12. The shortlisted applicants will be intimated through their emails.
13. No TA/DA will be paid for appearing in the interview.

**For any clarifications in this regard, you may contact the University at the following email: [recruitment@cnlu.ac.in](mailto:recruitment@cnlu.ac.in)**

**Sd/-  
Registrar**