

MAHAYOGI GORAKHNATH UNIVERSITY, GORAKHPUR
VACANCY NOTIFICATION

Advertisement No.: MGUG/Recruitment/2025/07

Dated: 29.07.2025

Post: Head Finance Department/Finance Officer

No. of Posts: 01

Mahayogi Gorakhnath University Gorakhpur, is a Multidisciplinary University that is continuously expanding its infrastructure across a 200+ acre campus at Balapar, Gorakhpur. The University offers Higher Education across diverse fields, including Medicine, Ayurveda, Pharmacy, Nursing, Agriculture, Allied Health Sciences, and Management & Commerce. Additionally, the campus is home to a upcoming state-of-the-art multi-specialty hospital which will provide 1,800 beds high-quality healthcare services to the community in and around the region, along with two functional multispecialty hospitals with 600+ Bed (Gorakhnath Chikitsalaya) and 200 Bed (Mahayogi Gorakhnath Chikitsalaya) both at Gorakhpur.

Mahayogi Gorakhnath University, Gorakhpur invites applications from eligible and competent professionals for the post of **Finance Officer** on a full-time basis.

Essential Qualifications and Skills:

- Master's Degree in Commerce / Finance / Accounting / Business Administration (MBA Finance) with at least **65% marks** or equivalent grade.
- Minimum **10 years of administrative experience**, of which **at least 5 years shall be in finance and accounts** in a supervisory capacity in government/educational institutions/universities/PSUs.
- **Thorough knowledge of accounting standards, financial regulations, GFR, and University Grants Commission (UGC) norms.**
- Proficiency in **Tally, ERP Systems**, and **MS Office** applications, especially Excel.
- Strong communication, analytical, and leadership skills.

Desirable Qualifications and Skills:

- Experience in handling **university or educational institution accounts** including audits, budgeting, and financial planning.
- Knowledge of **income tax, GST**, and other applicable statutory compliances.
- Experience in **e-governance, digital accounting tools, Public Finance Management System, and e-procurement systems.**
- Exposure to **NIRF, NAAC, and other accreditation-related financial documentation.**
- Candidates having proven experience in managing financial operations of an organization with an annual budget of ₹100 crore or more will be preferred.

Age Limit:

- Preferably **between 45 to 55 years** as on the date of application.
- Age relaxation may be considered for exceptionally qualified and experienced candidates as per university norms.

Remuneration:

- Salary shall be **commensurate with qualification, skills and experience** as per university rules.

Application Process:

Eligible candidates may send their **detailed resume** along with **supporting documents** and a **cover letter** to **hr.head@mgug.ac.in** on or before **29th August 2025**. Shortlisted candidates will be called for interview.

Subject of Email: *Application for Head Finance Department/Finance Officer*

Note: The University reserves the right: (i) To fill or not to fill any or all the posts advertised for any reasons whatsoever. If any vacancy arises after a particular post is filled, the vacancy shall be advertised. (ii) To withdraw the advertisement, either partly or wholly, at any time without assigning any reason.