

**OFFICE OF THE REGISTRAR:**  
**ASSAM VETERINARY AND FISHERY UNIVERSITY**  
**KHANAPARA: GUWAHATI-22**

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No. AVFU/R/(K)/ 04 /2025-26/ \_\_\_\_\_ /Dated: \_\_\_\_\_ / \_\_\_\_\_ /2025

**Advertisement No. 01, 2025)**

Applications are invited from in - service / retired personnel from Assam Finance Service for engagement as **Financial Officer** under the Assam Veterinary and Fishery University, Khanapara, Guwahati. The application form, requisite qualifications and other terms of reference are available in the University website ([www.vetbifg.ac.in](http://www.vetbifg.ac.in)). The interested and eligible candidates may download the materials and apply in prescribed format. The applications completed in all respect along with necessary enclosures should reach the office of the Registrar, AVFU, on or before 24<sup>th</sup> December, 2025 up to 5 p.m.

**Sd/-Registrar**

Assam Veterinary and Fishery University (AVFU)  
Khanapara, Guwahati-22

Memo No. AVFU/R/(K)/ 01 /2025-26/ 2323-31 /Dated: November 05 / 12 /2025

*Copy for information and necessary action to*

1. P.S. to the Hon'ble Vice-Chancellor, AVFU, Khanapara, Guwahati-22
2. The Advertising Manager, Assam Tribune, Tribune Buildings, M.R.D. Road, Chandmari, Guwahati, Assam, Pin-781003, Niyomiya Barta, News Live Building, Christian Basti, Guwahati-781005.
3. The Dean, FVSc, AVFU, Khanapara, Guwahati-22
4. The Director of Research (Vety), AVFU, Khanapara, Guwahati-22
5. The Dean, CFSc, AVFU, Raha, Nagaon.
6. The Assoc. Dean, LCVSc, AVFU, North Lakhimpur.
7. The Associate Director of Extension Education, AVFU, Khanapara, Guwahati-22
8. The Asstt. Comptroller, AVFU, Khanapara.
9. The I/C AKMIT Cell, AVFU, Khanapara, Guwahati-22. He is requested to up-load the Advertisement in the website.

  
**Registrar**

Assam Veterinary and Fishery University (AVFU)  
Khanapara, Guwahati-22

## **Reference**

### **Terms of reference:**

Name of the Post: Financial Officer, AVFU, Khanapara, Guwahati

Pay: Negotiable pay / pay minus pension

Term: 6 (six) months or attaining 65 years whichever is earlier

### **Qualification:**

Essential:

- i) In-Service or Retired Officer of Assam Finance Service.
- ii) Working experience of at least 4-5 years as Sr. Financial Adviser under the Govt. of Assam before retirement.

Age: Maximum of 63 years as on 01.12.2025

Other information:

1. Last date of submission of form: 24/12/2025, up to 5 p.m.
2. Application fee of Rs. 500.00 for General Category and Rs. 250.00 for SC/ST/PH category is to be deposited in AVFU General Fund Account, State Bank of India, Khanapara Branch (A/C No.44575730944, IFSC: SBIN0009945)
3. The applications received late and/or found incomplete will not be considered
4. A self-addressed stamped (worth Rs. 10/- envelope size 23 cm x 10 cm should be sent along with the application form



**Registrar**

Assam Veterinary and Fishery University (AVFU)  
Khanapara, Guwahati-22

**OFFICE OF THE REGISTRAR: ASSAM VETERINARY AND FISHERY UNIVERSITY**  
**KHANAPARA::::::GUWAHATI -781022**

**APPLICATION FORM FOR THE POST OF FINANCIAL OFFICER, AVFU, KHANAPARA**

Advertisement No. 01 / 2025

Particulars of payment made: Challan copy enclosed for Rs.

Please affix  
your latest  
passport size  
self-attested  
photograph

1.	Name in full (in Block letters)		
2.	Gender (Male/Female)		
3.	Father's Name		
4.	Date of Birth (Day-Month-Year)		
5.	Age as on 01.12.2025 (Enclose age proof certificate, enclosure no _____)		
6.	Permanent Address		
7.	Full postal address for communication With pin code		
8.	Contact details:	Mobile No.	
		Tel.No. (with area code)	
		Fax No.	
		E-mail ID	
9.	Are you a citizen of India?		
10	Do you belong to SC/ST/OBC/PH (if yes, enclose certificate, Enclosure no _____)		
11	Have you ever been employed by ICAR/Govt. or any other organization? If so in what position and for how long.(enclose employers certificate, Enclosure no. _____)		

12.	Have you ever been convicted by a court of law for any offence? If so, details thereof	
13.	Have you ever been punished or debarred from service of ICAR/Govt. or any other organization? If so details thereof.	
14.	Whether any disciplinary case is pending against you? If any major/minor penalty has been imposed on you?	

15. Academic qualification, beginning with 12<sup>th</sup> standard Examination (*please attach self-attested copies of Pass Certificates and Mark-sheet/Grade Cards*):

Sl No.	Examination Passed	Year of Passing	% of marks with Division/Class or CGPA	School/College	Board/ University	Subjects taken

16. Which languages do you know?

Language	Proficiency attained*	Examination passed, if any

\* State wheather you can speak, read or write.

17. Previous appointment/work experience in chronological sequence

Starting with the first appointment (Enclose employer's certificate(s),

Enclosure no.(s) \_\_\_\_\_),

Sl. No	Post held	Employer / Organization	Last pay drawn with pay scale	Date of Joining	Date of leaving/retirement	Period(Till the last date of receiving application)			Nature of duties in brief
						Years	Months	Days	

18. Total service experience (Till the last date of receiving application):

\_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days:

19. Brief particulars of significant contributions made in the field of work.

20. Attach two testimonials from persons not related to you who know about your work and conduct (one should preferably be from the present or last employer, as the case may be).

i)

(Enclosure no. \_\_\_\_\_)

ii)

(Enclosure no. \_\_\_\_\_)

I hereby declare that the information given by me in this application is correct to the best of my knowledge and belief. In case of any false statement, I shall be liable to such action as the Authority may deem fit.

Date:

Place: \_\_\_\_\_

Full Signature of the Applicant