

**Guru Nanak Dev University, Amritsar
Advertisement No. 5/2026**

Online applications are invited for the **Non-Teaching** posts in the University.
**Online registration of application for the post will start w.e.f. 01.07.2026
and end on 10.07.2026. Last Date for submitting Hard Copy of the Online
submitted application is 17.07.2026.**

For further details visit University Website: <http://www.digital.gndu.ac.in>.

**Amritsar
30.06.2026**

REGISTRAR

**Director,
Public Relation,
Guru Nanak Dev University,
Amritsar.**

Guru Nanak Dev University, Amritsar

(Established by the State Legislature Act No.21 of 1969)

Advertisement No. 5/2026

Online applications are invited from eligible candidates for Non-Teaching posts in the Guru Nanak Dev University, Amritsar as per details given below. Candidates are required to deposit the prescribed fees (**non refundable**) through online mode only using Credit Card/ Debit card/ Net banking. Application fees for Post will be Rs. **1180/-**(including GST) (Rs. 590/- (including GST) for SC/ST & PWD candidates). The SC/ST and PWD candidates who are not domicile of the State of Punjab shall have to pay the application fee of Rs. **1180/-** (including GST) for post. The application submitted through online mode **ONLY** shall be accepted and submission of its Hard Copy is also must. The Candidates desirous to apply against the reserved category Post must also attach their latest Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.

Important Dates:

Opening date for on-line Registration of applications	:	01.07.2026
Last date for on-line Registration/submission of application.	:	10.07.2026
Last date for submitting the hard copy/print out of online application and supporting documents to the Registrar, Guru Nanak Dev University, Amritsar-143005 (Pb.)	:	17.07.2026

Detail of Posts

S.No.	Name of the Post(s)/ Pay Scale	Department (Specialization)	No. of Post(s)
1.	Consultant (Taxation) (\$) (!!) (Fixed Pay : Rs. 50,000/- PM)	Guru Nanak Dev University	01
2.	Consultant (Constructions) (Fixed Pay : Rs. 50,000/- PM)	Engineering Department, Guru Nanak Dev University	01

(\$) The upper age limit of the Post shall be 65 years.

(!!) The post will be purely on temporary basis on fixed emoluments of Rs. 50,000/- per month initially for a period of one year.

Consultant (Taxation)

Job Profile :

- Assist the Prof. Incharge, {Finance & Development} in all matters relating to the taxation (Income Tax, GST etc.) applicable to University.
- Be responsible for the applicability & implementation of Income Tax and GST Act to the University.
- Implement the agreed rules and regulations and generally accepted the law of land in respect to direct and indirect tax applicable to the university.
- Responsible for timely deposit of various applicable direct & indirect taxes into Govt. account.
- Filing of quarterly & annually statutory TDS, GST returns with departments within stipulated time.
- Responsible for timely audit (quarterly & yearly) of GST and Income tax accounts be got done and take remedial action on its reports.
- Responsible for filing financial return of University with Income Tax department with in stipulated time.
- Preparing Internal Control Matters and variance Analysis report in respect to taxation at the end of each quarter.
- Responsible for getting various exemptions under Income Tax Act such as 12AA / 10(23)C (vi), 80G, Deduction of TDS on lower rate u/s 197 etc. and other legitimate exemptions under Income Tax Act and GST Act which are in favors of University.

- Guide the University of its Statutory Liabilities as per law & guidelines issued from time to time by the Govt.
- Responsible for establishment of appropriate records and practices necessary for the Internal and Statutory Audit or any other purpose.
- Will supply timely management reports as follows :
 - ❖ Checking & verification of all vouchers in respect to taxation.
 - ❖ Reconciliation the tax deposit, tax received and tax due at the end of each month.
 - ❖ Reporting about the outstanding tax not discharged off timely and reason thereof.
- Ensure the preparation, calculation and correctness of deduction of GST & Income tax.
- Be responsible for timely conduct of the Internal and Statutory Audit of the GST & TDS under Income Tax Act.
- Monitor progress and prepare the compliance report on the audit objections raised by the Auditors / departments.
- Ensure that the taxation policies of University are in accordance with the relevant legislations / act pertaining to State / Central Govt. and requirements of any other statutory body and are being complied with.
- Ensure that all statutory liabilities are paid on or before schedule time and all necessary returns are filled by the due date.
- Maintain close liaison with Income Tax / GST and local statutory authorities with a view to ensure smooth functioning of the University.
- Supervise the work of all the staff in the department and be accountable for their actions.
- Perform any other duty assigned by the authorities from time to time.
- Be responsible to the Prof. Incharge (Finance & Development) for all the duties.

Qualifications, Knowledge and skills required :

1. Chartered Accountant with five years of experience.
2. The applicant should:
 - Be a member of Institute of Chartered Accountants of India (ICAI).
 - Have a rich background and experience of five years in the field of Taxation & its management, especially in the context of Educational Institutions.
 - Have sound knowledge of the Govt. Financial Rules & desirable experience of having worked in the Finance/Accounts Division of the Central/State Government.
 - Have knowledge of maintenance of records & timely submission of statutory returns with the departments.
 - Be capable of independently working in a multi-disciplinary environment.
 - Have excellent interpersonal and management skills with ability to work in a deadline driven environment.
 - Be well versed in MS-Office/Excel & ERP software.

Consultant (Construction)

Qualification: Class-I / A-Class officer serving or retired in government organisation.

Experience: Work experience of 10 years in relevant field in government organisation.

Note :The appointment may be initially for the period of one year on contract basis extendable on yearly basis upto the age of 70 years.

Note: -

1. Candidates are required to apply in the online mode only through Guru Nanak Dev University, Amritsar website www.digital.gndu.ac.in. No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted.

- Applicants are required to take TWO printouts of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and **SEND a COPY to 'THE REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR-143005', PUNJAB along with self-attested copies of all the certificates of Educational/ Professional QUALIFICATIONS (DEGREES AND DMC'S WITH CONVERSION FORMULA OF CGPA/OGPA), EXPERIENCE CERTIFICATE, RESERVE CATEGORY CERTIFICATE** (Reservation certificate issued by the competent authority as a proof of claiming the reserve category as made in the online application form) etc. keep the 2nd copy with him/her.
2. **In the case of the Candidate(s) who passed their qualifying examination through Distance Education mode/Correspondence mode must attach the following documents along with their hard copy of the application form for the post applied for :**
 - (i) **Self attested copies of Certificate(s)/Degree(s) & all the DMC's of the examinations passed.**
 - (ii) **Territorial Jurisdiction/UGC-DEB approval certificate of particular session in which he/she has completed the course (as per attached proforma). This certificate must have been issued by the concerned University/Board.**
 3. Copy of circular containing detailed instructions, qualifications, etc. for the posts, is available only at <http://www.digital.gndu.ac.in>.
 4. A Candidate needs to register only once by filling Registration Form, even if he/she wishes to apply for more than one post/ department/campuses.
 5. Candidates must have a valid Email-ID of his own, which should be active throughout the recruitment process. Candidates should keep checking the Inbox or even the Spam box of his/her Email ID regularly during the recruitment process as the **University** may send any important intimations on the University Website and/or through Email. Candidates should also check the University website regarding any updates during the recruitment process.
Candidates should check their Email account for updates. GNDU will not be responsible for any loss of Email sent, due to invalid/wrong Email Id provided by the candidates or for delay/ non receipt of information if a candidate fails to access his/her email/website in time. Candidates are requested in their own interest to remain in touch with the University website www.digital.gndu.ac.in. Issuance of notifications in the newspaper is not obligatory on the part of the university
 6. Candidates should take utmost care to furnish the correct details while filling in the online application. Any mistake committed by the candidates shall be his/her sole responsibility.
 7. The candidates should ensure the completion of all the steps of the registration process and depositing of application fee by the stipulated date and time given in the advertisement.
 8. Please scan your Photograph and Signatures individually and save them in the JPEG format. The size of any of these individual images should not exceed 100 kb (photograph) and 100 kb (signature) for online uploading.
 9. Please keep the following details ready with you before clicking on the registration button for starting your online application:-
 - a. Personal details including Date of Birth and Nationality
 - b. Mobile Number
 - c. Valid Email ID
 - d. Reservation Category Details
 - e. Percentage of your Educational Qualification starting from Matriculation examinations to onwards.
(Please calculate percentage from CGPA/OGPA in advance).
 - f. Soft Copies of scanned Photograph and Signatures.
 10. Application fee once paid shall neither be refunded under any circumstances nor it shall be held reserve for any other recruitment or selection process in future.
 11. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.

12. **Persons already in service must apply online and send the hard copy of application through their employer. All those candidates working in organizations/institutions including affiliated colleges of the university may be allowed to appear in interview without “No Objection Certificate” with the condition that in case the candidate is selected, no extension in joining time will be allowed. Such candidates are required to give an undertaking on the format available on university website: www.digital.gndu.ac.in. All such candidates will be given standard joining time i.e. one month from the issuance of appointment letter.**
13. **Incomplete applications not duly substantiated with supporting documents in any respect or hard copy of application received after the due date will not be entertained.**
14. University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.
15. The number of post can be increased or decreased.
16. Bio-Data of any candidate can be placed before the Selection Committee.
17. Mere applying and satisfying the essential/ minimum qualification required for a post does not entitle the candidate any right of appointment.
18. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine background and has suppressed the said information, his/her services shall be terminated forthwith.
19. The candidature of the candidate for reserve category will be considered only for the category he/ she has applied online/offline. Under No Circumstances, reserve category of the candidate will be changed. No request in this regard will be entertained.
20. Candidates within India may not be considered in absentia.
21. Reservation Policy for direct recruitment will be followed as per instructions issued by the Govt. of Punjab and adopted by this university. The benefits of reservation policy will be given to the residents of Punjab State only. The SC/ST/OBC/PWD, etc candidates are required to attach the relevant certificate issued by the competent authority as a proof of claiming the reserved category as made in the online application form along with latest Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.
22. Good academic record means atleast 2nd class with 50% marks in graduation level.
23. Canvassing in any form will lead to cancellation of candidature.
24. The candidates who have already applied against this post but did not submit the hard copy of their application form in response to Advertisement No. 04/2026 are mandatorily required to apply afresh in this current advertisement.
25. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Amritsar.
26. For any enquiry regarding online application form, please contact Phone No.0183-2258802-09 (3182) (For Technical Enquiry regarding filling online application form) and 3099 (For General Enquiry regarding advertisement) Timing: 9.00 A.M. to 5.00 P.M. in working days.

AMRITSAR
30.06.2026

REGISTRAR