



**Campus :** At Village - Narayansoso,  
Near Angara Block Office,  
Ranchi-Purulia Highway, Angara,  
Ranchi - 835103, Jharkhand  
info@ushamartinuniversity.com &  
registrar@umu.ac.in

## RECRUITMENT ADVERTISEMENT

Ref. No.: umu/R/09-26/893

Date: 25/09/2026

Job Title: Finance Officer

Department: Finance & Accounts

Qualification:

Minimum Qualification: M.Com / MBA (Finance) / CA / CMA or an equivalent qualification from a recognized university.

Experience:

Proven 10+ years of relevant experience in finance and accounts, preferably in a university or higher education institution.

- Sound knowledge of accounting, taxation, statutory compliances, payroll, ERP systems, budgeting, financial reporting, and audit.
- Proficiency in Advance MS Excel and financial ERP applications.
- Strong analytical, communication, leadership, and team management skills.

Interview Process: Online / Hybrid mode. Interviews will be conducted only for shortlisted candidates.

Job Location: Ranchi, Jharkhand

Pay Scale: As per University norms, commensurate with qualifications and experience.

Apply Mode: Email at [careers@umu.ac.in](mailto:careers@umu.ac.in)

Last Date to Apply: 4<sup>th</sup> October 2026

College Website: [www.umu.ac.in](http://www.umu.ac.in)

How to Apply:

Interested candidates are requested to send their letter of interest and detailed resume (soft copy) to [careers@umu.ac.in](mailto:careers@umu.ac.in), mentioning "Application for the Post of Finance Officer" in the subject line of the email.

Postal Address:

Usha Martin University  
At Village Narayansoso, Block Office Ranchi-Purulia Road, Highway, Angara, Jharkhand – 835103.

Authorized Person's Signature with Seal

Registrar

कुल सचिव

Usha Martin University

उषा मार्टिन विश्वविद्यालय

Ranchi-835103/रांची-835103  
CITY OFFICE : Room No. 309, 310, Hari Om Tower, 3rd Floor, Lalpur, Ranchi, Jharkhand