

**ADVT NO: 39/2021**

**[Position purely on Temporary and Contractual Basis]**

Indian Institute of Science Education and Research Pune is a premier autonomous Institution established by the Ministry of Education, Government of India, for promotion of high quality science education and research in the country.

Institute invites online applications from Indian nationals having excellent academic record and relevant work experience for the position of “**Audit Officer**” to add value and improve operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, governance processes etc.

Name of the Post	Audit Officer
Number of posts	01 (One)
Minimum Educational Qualification	Graduation / Post Graduation in any discipline
Experience	<p>Candidates should have minimum 10 years of working experience in Level 10 / GP Rs. 5400 in Government of India organisations in Accounts / Audit and should have experience in Expenditure, Works and Tax Audit, Establishment Matters, Contract Works and Services, Purchase procedures, knowledge of common formats of Accounting, CPWD Manuals, General Financial Rules (GFR), etc.</p> <p>Knowledge of computerized work environment and should have operational proficiency in working on Tally software. Good drafting and communication skill.</p> <p>Retired Officer of Comptroller and Auditor General (CAG) of India may be preferred.</p>
Job Responsibilities	<ol style="list-style-type: none"><li>1. Auditing activities under Core Grant, Sponsored Projects, Endowment, Higher Education Financing Agency (HEFA) etc.</li><li>2. Determining internal audit scope and developing annual audit plans.</li><li>3. Performing the full audit cycle including risk</li></ol>

	<p>management, control management over operations' effectiveness, financial reliability and compliance directives and regulations of the respective authorities.</p> <p>4. Obtaining, analysing and evaluating accounting documentation, reports, data, flowcharts etc.</p> <p>5. Prepare and present reports that reflect audit results and document process.</p> <p>6. Act as an objective source of independent advice to ensure validity, legality and goal achievement.</p> <p>7. Identify gaps and recommend risk aversion measures and cost savings</p> <p>8. Maintain open communication with management</p> <p>9. Document processes and prepare audit findings memorandum</p> <p>10. Conduct follow up audits to monitor management's interventions</p> <p>11. Engage to facilitate continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.</p>
Tenure of the appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent and need for services
Consolidated emoluments	Rs. 50,000/- per month
Age	Not more than 68 years as on the last date of submission of application.

**General Information / details about the post**

- 1) The post is contractual and purely on temporary basis.
- 2) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- 3) The prescribed educational qualification/s and experience/s are the bare minimum and mere possession of same does not entitle candidates to be considered for selection process. Where number of applications received in response to the advertisement is large, it may not be convenient or possible for the Institute to call all eligible candidates for selection process. Based on the recommendations of the

Screening Committee, the competent authority may restrict the number of candidates to be considered for the interview to a reasonable limit after taking into consideration qualifications and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the application.

- 4) Relaxation in age and / or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the Competent Authority.
- 5) No TA/DA will be admissible for appearing for the interview.
- 6) Selected applicant will have to join duty immediately on receipt of the offer.
- 7) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 8) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 9) Waitlist shall be kept valid for a period of six months. In case a candidate does not join or resigns after joining the post within 6 months, waitlisted candidate may be offered the position.

#### **HOW TO APPLY:**

**PLEASE READ FOLLOWING INSTRUCTIONS CAREFULLY BEFORE SUBMITTING AN ONLINE APPLICATION.**

**CANDIDATES NOT HAVING REQUIRED QUALIFICATION &/ OR EXPERIENCE NEED NOT APPLY.**

Last date for submitting online applications is **July 26, 2021**. Applicants need NOT send a hard copy of the application at this stage.

Candidates fulfilling the eligibility criteria may apply online in the prescribed application form by clicking on the "[Apply Online](#)" link available below this advertisement. Please keep personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph (Less than 1 MB) with you and printer attached to your desktop before starting the online application.

In case, the name of the degree that you possess is not listed in the drop down option, please select "other" and then enter the Name of the Degree in the appropriate field.

**In case the applicant has completed degree/s, course/s through Distance learning / Correspondence / Part – Time method from the recognized Board / University / Institution:**

- Please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part-time as the case may be and then enter specialization i.e. Commerce in the same field.

Final result declared with CGPA / GPA to be converted in % as per the formula given by the respective University / Institute / Board and to be entered in the respective field.

While entering the details of employment, details under the column "**Pay Scale**" should be entered as under:

- 1) In case applicant is/was drawing a salary as per the 6<sup>th</sup> pay scale – Just Enter Pay Band and Grade Pay of the post (Example – PB 3 + GP Rs. 5400/-).
- 2) In case applicant is/was drawing a salary as per the 7<sup>th</sup> pay scale – Just Enter Level (Example – Level 10 or Level 12 as the case may be).
- 3) In case applicant is/was working in PSU – Enter "PSU – (Write Scale)". Example: PSU-18000-2400-26060
- 4) In case applicant is/was drawing consolidated pay – enter "Consolidated Pay" i.e. "Cons. Rs. 55000" OR "Cons. Rs. 78000"

In case of re-appointment / promotion / Up-gradation in different scale while working in the same organization / Institute, please mention on the subsequent row with all required details. Further, write full name of the Organization and complete designation. Do not use abbreviations.

Information not covered in the application may be entered in brief in the field at Sr. 12 "Any other relevant Information".

After you complete the application, click on the "**Preview**" button. Please see the print preview from browser option and adjust page margins if printable area is not covered.

Go to the end of the preview page, click in the box provided for declaration. **Before submitting the application, click on the "Print" button to take printout of the filled application. Please keep one copy for your record.**

Once you submit the application, you will not be able to retrieve the application for printing / editing / reference. After successful submission of online application, candidates shall receive an auto-generated acknowledgement on the email mentioned by the candidate in an online application. Candidates who have submitted "Online application" only shall be considered for the selection process.

**Shortlisted candidates only will be informed by Email. Therefore, please mention active email ID and mobile number in the online application form.**

**FOR UPDATES, INSTITUTE WEBSITE MAY PLEASE BE SEEN REGULARLY.**

If called for the selection process, applicants will have to bring **printed copy of the online application, self-attested** certificates in support of age, mark sheets and certificates of **educational qualification, experience** certificate/s having required details as mentioned in the application form and other documents **in support of the information submitted** in the online application.

**Advt. No. : 39/2021/IISER-P/Rect./05.07.2021**

**Registrar**