

Advertisement No. C- 01/2023 – July -2023

Contractual Appointment – Internal Audit Officer

Applications are invited for walk-in interview for the post of **Internal Audit Officer** from the candidates who has minimum 20 years of experience of working in Central/State Government/AG Office having minimum 20 years experience as Assistant Audit Officer/Audit Officer/Sr. Audit Officer Cadre in Audit/Accounts Department.

Date & Time of the Interview -09/08/2023, 11:00 a.m.

Venue - **National Forensic Sciences University,
Headquarter, Sector - 9 Gandhinagar**

General Terms & Conditions of Recruitment:

1. The candidate shall have to bring all original certificates relating to his/her age, experience, etc. at the time of interview.
2. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to their applications, they may not be allowed to appear in the interview and their candidature may be treated as cancelled without any further communication in this regard.
3. Acceptance of documents submitted by the candidate shall be subject to verification by the Competent Authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after engagement, the engagement shall be summarily rejected and action will be initiated against the individual as per rules.
4. The candidate appointed shall be governed as per the University norms of contractual employment as amended time to time.
5. No TA/DA shall pay to the candidates for attending the interview.
6. The appointment shall be purely on contractual basis and same may be terminated with a notice of 07 days. The appointee may do so by giving 01(one) month notice period or one month salary in lieu of the notice period.
7. In case of any dispute, any suit or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Gandhinagar, Gujarat.

Annexure - A

Brief on duties and responsibilities of Internal Audit Officer at University

- To examine the present Auditing/Accounting practices & procedures are followed in the University and suggest the suitable changes in the existing method/ practices being followed in accordance with accounting standards applicable to the autonomous body of the Government;
- Pre Audit of all payment voucher/bills as per terms and conditions of the Tenders, Work orders;
- Audit of tally accounting entries of the physical vouchers;
- Auditing of RA bills/final bills;
- Compliance of Audit observations/ memo's and draft reports of C&AG as well as compliance of CA audit;
- To ensure, check and verify all statutory registers required to be maintained by the University as per GFR 2017;
- To assist in conducting periodical physical verification of the fixed assets of the University including dead stocks;
- Auditing of all income Tax TDS returns i.e. monthly, quarterly and annually returns as assigned by contractual ;
- Examine and provide details for compliance of GST returns and post Audit of GST payments and ITC etc.;
- Internal Audit of books of Accounts of NFSU HQ and it's all other campuses;
- Compliance of NFSU Act, 2020, Income Tax Act, GST Act and other relevant Acts applicable on Autonomous Bodies of the Central Government;
- Office working hours are Monday-Friday, 10.00 a.m. – 06.00 p.m.
- Any other work entrusted by the University Authority from time to time.