

राष्ट्रीय संस्कृत विश्वविद्यालय - तिरुपति
NATIONAL SANSKRIT UNIVERSITY - TIRUPATI

F.No. NSUT/Estt./Engagement/2025-26

दिनांक:/ Date: 18.07.2025

NOTIFICATION

National Sanskrit University, Tirupati invites applications from eligible Candidates for the following positions in the University on temporary basis through Walk-in Interview.

S. No.	Name of the Position	No. of Positions	Number of positions (Category-wise)				
			SC	ST	OBC	EwS	UR
01	Consultant (Internal Audit)	01	-	-	-	-	01
02	Audit Assistant	01	-	-	-	-	01

S. No.	Name of the Position	No. of Positions	Period of engagement	Remuneration (in Rs.)	Date and Time of Walk-in Interview
01	Consultant (Internal Audit)	01	12 months	60,000-00 per month	30-07-2025 & 11:00 AM
02	Audit Assistant	01	12 months	25,000-00 to 30,000-00 per month*	30-07-2025 & 03:00 PM

* The remuneration payable to the Audit Assistant will be based on the qualification and experience.

The remuneration payable is subject to TDS under the Income Tax Act, 1961 and other relevant provisions in force, as applicable.

Note: The period of engagement is initially for a period of 12 months and extendable for another six months (06) depending upon the need and performance.

ELIGIBILITY CONDITIONS:

For the position of Consultant (Internal Audit)-01 Post - (UR)

Age: Preferably up to 62 years of age but not more than 65 years, on the date of interview

Educational Qualifications:

CA/Inter CA/Masters/Bachelor's degree in commerce, with at least 55% marks or its equivalent grade

Experience

At least 10 years of experience in Finance and Accounts/Audit out of which 5 years in Pay level 10 or equivalent and above. Candidate having experience in handling Audit/Finance related activities in Govt. Sectors like IITs/CUs/NITs/PSUs/other autonomous bodies/Offices of CAG etc. with knowledge of computerized administration will be preferred.

Duties to be performed by the Consultant (Internal Audit):

- To perform pre-audit and audit related matters of the University
- To perform internal audit of the matters referred to by the Finance Officer /Competent Authority and submit observations/reports for follow-up action.
- To prepare the Unaudited accounts of the University, extending full cooperation during the audit period with C&AG.
- To examine the draft SAR received from C&AG, draft replies to the draft SAR, and implement the assurance given in the replies
- Supervise and mentor officers and staff of Finance & Accounts section as well as the CA firm in bringing Bank Reconciliation and Data entry in Tally upto date and keeping these updated on daily basis
- Propose a mechanism, implement, and conclude physical verification of University's fixed assets and financial investments as on 31st March
- Review the current processes in the Finance & Accounts section, propose refinements and implement the same with a view to improving speed and accuracy with enhanced controls by way of opening new registers, instituting new practices, etc.
- Lead and guide the section, closely working with CA firm in the preparation of financial statements, complete with all schedules and note to accounts by 30th April
- Coordinate the preparation of a control register for recording all HEFA related works and transactions.

- Coordinate the preparation of draft agenda papers prepared by the section for Finance committee and other meetings
- To study Internal Control Mechanism and suggest correction / remedial measure, where necessary.
- To ascertain / examine the extent of compliance of policies, procedures, regulations and legislation and payment of statutory dues as per the timelines and advise on filing Income Tax Returns, etc.
- To advise on the measure to be taken to contribute to the improvement of the risk management process in the University.
- To advise achieve savings in expenditure by identifying waste, inefficient, and duplication of efforts across the University.
- To advise the University with the best internal check system such that it will minimize the possibility of fraud/ giving early warning signals for identifying fraud.
- To prepare responses of the University to all the outstanding paras included in the AG's Inspection Reports.
- To advise the University in complying with rectificatory action in respect of the comments included in the SAR of the University.
- To advise in compilation of the data, reports, utilization certificates, etc. of all the old and current projects/schemes of the University and update the record of the Projects.
- To advise necessary steps to settle all the advances outstanding in the University.
- To render guidance / opinion/suggestion on the matters referred to by the appropriate authority.
- To look after all the files scrupulously & sign before submitting to the Finance Officer.
- To prepare Budget Expenditure, Revised Budget Expenditure preparation of the University.
- To provide reply to all queries as and when communications received from CAG, MOE, UGC, Parliament etc.
- Review and strengthen the process relating to billing, collection and accounting of all kinds of income due to the University.
- Any other works as and when assigned by the Finance Officer / Competent Authority.
- The Consultant (Internal Audit) will be paid consolidated remuneration of Rs. 60,000 per month for full time engagement on all working days, with readiness on his part of work, if required, on weekends and holidays, to meet the timeliness, within the above proposed remuneration.
- The Consultant (Internal Audit) will report directly to the Finance Officer.

For the position of Audit Assistant -01 Post - (UR)

Age: Preferably below 32 years

Essential:

- (i) Graduate in Commerce preferably with an Inter level in CWA/CA or any other equivalent qualification.
- (ii) Must possess Computer Knowledge in M.S. Office.
- (iii) Must possess knowledge in TALLY

Desirable:

Preference will be given to the candidates having

- (i) Post Graduation in Commerce.
- (ii) Must possess knowledge working in Enterprise Resource Planning (ERP) software preferably with experience at any other institution/organization
- (iii) Experience in working at any CA firm

GENERAL INFORMATION:

1. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/ Scheduled Tribe/ Other Backward Classes (OBC) (Non creamy Layer)/ Differently-abled (a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor Disability Including Cerebral Palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple Disabilities From Amongst Persons Under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on qualifying marks without including any grace mark procedure.

UGC SEVEN-POINT SCALE

Grade	Grade Point	Percentage Equivalent
'O'= Outstanding	5.50 - 6.00	75-100
'A'= Very Good	4.50 - 5.49	65-74
'B'= Good	3.50 - 4.49	55-64
'C'= Average	2.50 - 3.49	45-54
'D'= Below Average	1.50 - 2.49	35-44
'E'= Poor	0.50 - 1.49	25-34
'F'= Fail	0.0 - 0.49	0-24

2. The selections shall be based only on performance in the Walk-in-interview
3. If any claim/certificate/documents found to be false/fake/incorrect at any stage of verification before or after engagement, necessary action will be initiated against the candidate and the candidature shall be canceled and engagement shall be terminated forthwith if engaged.
4. The University reserves the right:
 - a. to operate or not to operate any of the vacancies advertised without assigning any reasons.
 - b. to revise/ reschedule/ cancel/ suspend the recruitment process without assigning any reason. The decision of the University shall be final, and no appeal shall be entertained.
 - c. To reject any application without assigning any reason thereof.
 - d. to relax the eligibility conditions in deserving cases.
5. Canvassing will lead to debarring the Candidature.
6. The applicants advised to satisfy themselves before attending Walk-in-Interview that they fulfill the eligibility conditions as laid down for the positions in this notification. No enquiry seeking advice as to eligibility etc., will be entertained.
7. Caste Certificate issued by an Officer who is not below the rank of Mandal Revenue Officer/ Tahsildar concerned in respect of SC/ST candidates shall be submitted at the time of Walk-in Interview.
8. The candidates shall attend the Walk-in-Interview at their own expenses.
9. All The candidates are hereby requested to be present one hour before the schedule of Interview for verification of testimonials. All the candidates should carry their Biodata, Original Certificates, Caste Certificate (wherever applicable). Further, they are requested to submit a copy of the same at the time of verification.

10. The candidates must submit a proof of payment of Rs.500/- (Rupees Five Hundred only) in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in the Beneficiary name "The Registrar" Bank Account No. 146610100000034, IFSC Code UBIN0814661, Bank Name Union Bank of India and Branch address is RSVP Branch, Tirupati. Candidate to indicate name of candidate entity in the transaction details field at the time of on-line payment. The candidate has to submit the proof of the Online Payment at the time of verification towards registration fee/processing fee. Candidates belonging to SC/ST/PwBD categories and women candidates are not required to pay any fee.
11. Engagement is subject to the following conditions:
- a. The engagement is purely temporary and will not have any claim over regularization.
 - b. The engagement as per the requirement of the NSU, as may be determined at appropriate time by the Competent Authority. The University reserves the right to terminate the services of the Consultant (Internal Audit) and Audit Assistant without assigning any reasons therefor even before the expiry of term stipulated.
 - c. Consultant (Internal Audit) and Audit Assistant will not have any claim or entitlement of such benefits which are admissible to the regular employees of the University.
 - d. Consultant (Internal Audit) and Audit Assistant shall abide by other conditions/rules of National Sanskrit University, Tirupati in force and changes if any thereon from time to time.
 - e. The Consultant (Internal Audit) and Audit Assistant shall not deny any assignment given by the Finance Officer, or any Officer of the University, as per the requirement.
14. Visit the University Website: <https://nsktu.ac.in/> at regular intervals for updates, amendments, addendums, etc.,
15. Jurisdiction: In case of any dispute, the territorial jurisdiction for adjudication shall be the Hon'ble High Court of Andhra Pradesh only.

Tirupati,
Date: 18.07.2025.


REGISTRAR