

**राष्ट्रियसंस्कृतविश्वविद्यालयः, तिरुपतिः**  
**NATIONAL SANSKRIT UNIVERSITY: TIRUPATI**

**WALK IN INTERVIEW FOR ENGAGEMENT OF CONSULTANT**  
**(INTERNAL AUDIT) ON CONTRACT BASIS**

National Sanskrit University, Tirupati is looking for Consultant (Internal Audit) from amongst retired employees of Central Govt/Autonomous Bodies/ PSUs. Appointment will be initially for a period of one year on full time basis. The engagement is extendable for another six months based on the need and performance.

**Eligibility Criteria:**

1	Age	Preferably up to 62 years of age but not more than 65 years, on the date of interview
2	Educational qualifications	CA/Inter CA/Masters/Bachelor's degree in commerce, with at least 55% marks or its equivalent grade
3	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.
4	Remuneration	Rs. 60,000/- (consolidated) per month. For pensioners, the consolidated emolument would be the last pay drawn-pension subject to a maximum of Rs.60,000/- per month whichever is lower.
5	Duration of appointment	Initially for one year (1 yr), extendable for another six months (06) depending upon the need and performance.
6	Number of post	01 (one)
7	Place of Posting	The selected candidate will be posted in Finance & Accounts Section and reporting to Finance Officer/Registrar

Date of Walk-in-Interview : 13<sup>th</sup> December, 2023 Time: 10.00 a.m.  
Venue : Council's Hall of the Administrative Building,  
National Sanskrit University, Tirupati  
Reporting Time : 9.30 a.m.

  
**REGISTRAR I/c**

### **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 Ban 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 31<sup>st</sup> March
- Review the current processes in 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 30<sup>th</sup> April
- Coordinate the preparation of control register for recoding 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 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 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 the 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 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.

 6/12/23

Any other works as and when assigned by 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.

 6/12/21