



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला National Institute of Technology Agartala

AGARTALA - 799046 (Tripura)

संख्या/No.F.NITA.2(166-Estt)/Cont// 2023/ 1763-69

दिनांक Dated, 1 / 9 /2024

NOTICE FOR ENGAGEMENT ON CONTRACT BASIS

NIT Agartala intends to fill up the following post on Contract basis through interview, as per details below :-

1. Name of the Post : **Audit Officer/Audit Advisor**

Maximum Age	Upto 62 years as on 30-06-2024 .
Monthly Remuneration	Rs.50,000/- per month (consolidated) (Remuneration will not be a constraint for deserving candidate). For official tour/visit, TA/DA will be admissible as per rule.
Place of Posting	Agartala
Job Profile	<ol style="list-style-type: none">Audit, review and evaluate the internal control system of the institute as a whole and assess their adequacy and effectiveness.Perform tasks, consolidate results, monitor/coordinate with auditors of the institute.Assist the institute in improvement of internal controls and review financial /administrative procedure.Assists authorities in interpretation of service rules, CCS rules and prevailing rules of the institute.Ensure compliance of GFR and other rules & regulations as laid down and are applicable to the Institute.Inspect, examine and pre-audit of bills before submission to Finance and Accounts Section of the Institute.Oversee pre, internal, statutory and C&AG audit and ensure compliance of Guidelines.Assist authorities in preparing replies to audit paras.Any responsibility assigned by the Institute authority.
Contract Tenure	The contract will be Initially for a period of one year and to be considered for further extension up to 3 terms subject to requirement of the institute and satisfactory work performance. The original terms & renewal together is limited to 3 years.

Qualification

: **Essential**

Must be a Graduate and a member of "Institute of Chartered Accountant of India".
Good working knowledge of Computer applications and accounting software.

Desirable

Sound knowledge of applicable statutory compliances related to Education Industry in connection with auditing techniques, internal audit standards issued by ICAI and IIA Certification like Certified Internal Auditor (CIA), Certificate Course on Internal audit by ICAI would be an added advantage.

Experience

: Holding analogous post in Level-10 for 05 years or 07 years in Level-9 in Audit wing of an educational institution of national importance funded by Govt. of India/Central/State Govt. Autonomous bodies/PSU/Central/State University.

Contd.P/2

National Institute of Technology Agartala

Barjala, Jirania, West Tripura, Pin: - 799046

Tel. No. +91381 2546630 / 6629, Fax. No. +91381 2346360, Url :- www.nita.ac.in.



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:- 2:-

2. No. of Post : 01 (one),
3. Eligible candidates, interested to appear in interview should send their CV/ application in the prescribed format available in the institute website, alongwith self attested certificates **in Single PDF** for proof of education/experience/age etc. through email at establishment@nita.ac.in latest by **04.00 PM of 16-09-2024.**
(Shortlisted candidates will be informed by return email indicating tentative date & time to attend the interview)
4. The appointment against the above mentioned position shall be purely on contract basis on a fixed pay for a fixed duration, initially for a period one year and to be considered for further extension upto 3 terms subject to requirement of the institute and satisfactory work performance. The original terms & renewal together is limited to 3 years.
5. With regard to appointment of selected candidate(s) against specific post, decision of the Competent Authority of NIT Agartala shall be final & binding
6. If anyone wants to leave the institution during contact, he/she has to give one month's notice or pay thereof.
7. The engagement will be subject to discontinuance at any point of time without assigning any reason if exigency of service does not require it or the interest of the institution is not served to the satisfaction of the Appointing Authority. The engagement will not confer any right of continuation or confirmation in NIT Agartala under any circumstances.
8. If number of applications received, are more than 10 for a single vacancy, then NIT Agartala may devise a criterion for short listing of application which may be called for the interview.
9. Essential qualification should be from recognized University/ Deemed University/ Institute/ Council etc.
10. Competent Authority of NIT Agartala reserves the right to relax/ modify any criteria of eligibility regarding age/ qualification/ experience or any relevant parameters if candidate is found otherwise suitable.
11. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection.
12. No TA/DA is admissible to attend the interview.
13. **Superannuated employees of Central Govt./ State Govt./ PSU are encouraged to apply.**
14. Experience certificate from the employer should be attached.

Contd. P/3

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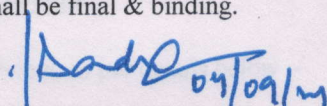


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-: 3 :-

15. In case of any dispute arising, decision of the Director, NIT Agartala shall be final & binding.


{Col. (Dr) Ashish Badola}
कुलसचिव/ Registrar
एनआईटीअगरतला/ NIT Agartala

Copy to :

1. PS to Director, NITA for kind information of the Director.
2. The Director, Tripura Campus, NFSU, Agartala. with the request to arrange publicity.
3. The Registrar Tripura University, Suryamaninagar, Amtali, West Tripura with the request to arrange publicity.
4. The Registrar, Central Sanskrit University, Lembucherra, Tripura, Agartala.
5. The Registrar, MBB University, College Tilla, Agartala with the request to arrange publicity.
6. The Registrar, ICFAI University, Kamalghat, Agartala, with the request to arrange publicity.
7. The Chairman, Website & Networking, NIT Agartala with the request to upload the same in the institute's website


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APPLICATION FORMAT

Affix one recent
Passport Size
Photograph

1. Application for the post of _____

2. Name in full :

3. Father's / Husband Name :

4. Present Address :

5. Permanent address :

6. Nationality :

7. Mobile Number & Email Id :

8. Date of Birth :

DD	MM	YY

9. Age as on 30-06-2024 :

10. Aadhar No. :

11. Marital Status :

Married	Unmarried

12. Category :

GEN	OBC	SC	ST	PH (HH)	Retired



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13. Academic and Professional Qualification

Name of the Examination Passed (Exam / Degree)	Board / University	Mode of Education (Where full time / distant/ online)	Name of the College / Institute	Year of Passing	% of Marks/ Div. Obtained	Subject
SSC (10 th)						
HSSC (12 th)						
Graduation						
Post-Graduation						
Professional Qualification						
Any Other						
Currently Pursuing						

14. Medium of Education : English / Hindi / Other

15. Employment history in chronological order (starting from current / last employment) and experience (including training , if any)

Sl. NO	Name of the Organization (Ministry / Department / Government Organization / Autonomous Body / Private Organization)	Designation	If any Government Organization / Autonomous Body ; whether post in held on regular basis or on deputation basis or in private firm	Period		Salary (CTC) Rs.
				From (dd/mm/y)	To (dd/mm/yy)	

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16. Total Post Qualification experience :
(i.e essential qualification required for the post applied) in the relevant field (in Months & Years)
17. Nature of Work handled :
(attach separate sheet, if required)
(During Article ship / training / employment/ Skill sets relevant to the profile of the position applied for)
18. Hobbies and Interest :
19. Joining time required in case of Selection :
20. Any medical history / condition :
that may create challenge in normal discharge of your duties and which you may require IIIT Agartala to know
21. Additional information, if any which you :
would like to mention in support of your, suitability for the post . Enclose a separate sheet, if necessary.

DECLARATION

I, hereby, solemnly declare that all the statement made herein above and documents provided in support of the same are true and correct; to the best of my knowledge and belief. I agree if any information is found to be false then IIIT Agartala may cancel my candidature at any stage (even after selection and joining) and may also initiate suitable necessary legal action can be taken by IIIT Agartala.

Place: _____

Name of the Applicant _____

Date: _____

Signature _____