



राष्ट्रीय प्रौद्योगिकीसंस्थान अगरतला

National Institute of Technology Agartala

AGARTALA - 799046 (Tripura)

संख्या/No.F.NITA.2(166-Estt)/Cont// 2023/ 6020-26

दिनांक Dated, 13/02/2025

NOTICE FOR ENGAGEMENT ON CONTRACT BASIS

Applications are invited for engagement on contractual basis for the post of **Audit Officer (contractual)**.

1. Name of the Post : **Audit Officer (contractual)**.

Maximum Age	Upto 62 years as on 31-12-2024 .
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	NIT Agartala
Job Profile	a) Audit, review and evaluate the internal control system of the institute as a whole and assess their adequacy and effectiveness. b) Perform tasks, consolidate results, monitor/coordinate with auditors of the institute, c) Assist the institute in improvement of internal controls and review financial/ administrative procedure, d) Assist authorities in interpretation of service rules, CCS rules and prevailing rules of the institute, e) Ensure compliance of GFR and other rules & regulations as laid down and are applicable to the Institute, f) Inspect, examine and pre-audit of bills before submission to Finance and Accounts Section of the Institute, g) Oversee pre, internal, statutory and C&AG audit and ensure compliance of Guidelines, h) Assist authorities in preparing replies to audit Para, i) 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 in any discipline and should have served in similar capacity/job earlier. Retired Officer (Group-A) from Audit Services having handled similar nature of job will be preferred.

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/State Govt / Autonomous bodies/PSU/ Universities (Central/State).

2. No. of Post : 01 (one),

Eligible candidates, interested to appear in interview should send their application addressed to the Registrar, NIT Agartala mentioning (1) Post applied for, (2) Name (in Block letters), (3) Father's /Husband's Name (4) Present & Permanent address (5) Date of birth and Age (as on 31-12-2024) (6) Email address, Mobile No. (7) Whether SC/ST/OBC/PH/Ex-S, (8) Educational qualification (9) Experience (if any) (10) Category (11) Other Information (if any) (12) whether all the terms & condition of the advt. is agreed or not (YES/NO) along with self attested photocopy of all certificates in a single PDF for proof of education/ experience /age etc **latest by 25-02-2025** through email at establishment@nita.ac.in

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 :-

Shortlisted candidates will be informed by return email indicating tentative date & time to attend the interview.

The shortlisted candidates are required to bring copy of the filled-in Application form, recent passport size photograph, all original documents along with a set of self-attested copies of the documents at the time of interview for verification.

For updates (if any) please visit the institute website <http://www.nita.ac.in>

TERMS & CONDITIONS:

1. The appointment against the above mentioned position shall be purely on contract basis on a fixed pay 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.
2. With regard to appointment of selected candidate(s) against specific post, decision of the Competent Authority of NIT Agartala shall be final & binding.
3. If anyone wants to leave the institution during contact, he/she has to give one month's notice or pay thereof.
4. 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.
5. Essential qualification should be from recognized University/ Deemed University/ Institute/ Council etc.
6. 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.
7. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection.
8. No TA/DA is admissible to attend the interview.
9. **Superannuated employees of Central Govt./ State Govt./ PSU are encouraged to apply.**
10. Experience shall mean the experience in the relevant field acquired from Government/ Semi Govt. / PSU/ Autonomous/ Research/ Reputed Organization after obtaining the minimum educational qualification asked for in the said category. Experience certificate from the employer should be attached.
11. 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, Computing & ICT, NIT Agartala with the request to upload the same in the institute's website

{Col. (Dr) Ashish Badola}
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