



इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय
INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

अमरकंटक (म.प्र.) || AMARKANTAK (M.P.)
(संसद के अधिनियम के आधीन स्थापित राष्ट्रीय विश्वविद्यालय)
(A Central University Established by an Act of Parliament of India)

Ref. No: IGNTU/Rec.Cell/NT-01/2018

Date: 22.05.2018

**ADVERTISEMENT FOR THE POST OF INTERNAL AUDIT OFFICER ON
DEPUTATION / CONTRACTUAL (CODE-07)**

Online applications are invited from the candidates for **Internal Audit Officer** (on Deputation / Contractual) in Indira Gandhi National Tribal University, Amarkantak, Madhya Pradesh.

Eligible Candidates should fill Online Application through IGNTU website <http://igntu.ac.in/recruitment.htm>. The Opening date of online registration is **23.05.2018**. The closing date for submission of online application is **23.06.2018** and submission of hardcopy of application along with self attested enclosures (by Speed Post or Registered Post only) is **05.07.2018**.

Number of Post: 01

Pay Scale: 7th CPC Level 12 EP Rs.78, 800/- (for Deputation) and Contractual Rs.60, 000/- per month as per IGNTU norms.

Age Limits: Since experienced candidates alone are selected for the position of Internal Audit Officer, the upper age limit for this position is fixed to be 56 years for Deputation / 60 years for Contractual.

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

A candidate becomes eligible to apply for the position of **Internal Audit Officer**;

- Officers from Audit and Accounts service holding the post on regular basis for five (05) years of experience in pay equivalent to 7th CPC Level 12 EP Rs. 78,800/-.

OR

Officers having eight (08) years of regular experience in pay equivalent to 7th CPC Level 10 EP Rs. 56,100/-.

OR

Candidates with five (05) years administrative experience as Assistant Registrar looking after accounts and finance independently in government (state / central) universities or institutions in India.

- In case, the candidates have completed SAS/CA/ICWA/MBA (Finance)/M. Com in addition to the above, it will be an added advantage among the other applicants for the position of internal audit officer.

- Working experience in CAG or Organized Accounts Department of (State / Central) Government with Audit and Accounts experience shall be added advantages.

DUTIES & RESPONSIBILITIES OF AN INTERNAL AUDIT OFFICER:

- Conducting of risk assessment for the development of annual internal audit plans.
- Occasionally lead or perform special reviews/lead audits pertaining to complex and large operations to meet the individual and project accountabilities.
- Identify, allocate and perform tasks, consolidating results, controlling assignment/audit resources, monitor/co-ordinate work and any other duties as assigned by the higher authorities of the institution.
- Preparation of risk-based reviews and audits.
- Executing and planning of assignments according to the internal audit policy of the institution/university.
- Co-ordination with CAG and other Government audit and their timely compliance.

In short, internal audit officer will have to go beyond the financial and accounting records in obtaining a full understanding of the operations of the institution or university for which he/she is appointed.

Skills to be possessed: To become a successful internal auditor, candidates appointed for this position should have the following skills:

- Proactive management of conflicts during sensitive situations.
- He/she should be able to apply balanced and sound judgment to ensure compliance with internal audit policy.
- Effective oral and written communication for publishing audit reports in an understandable manner.
- Participation in multiple tasks and projects with constantly evolving issues and changing priorities.

HOW TO APPLY:

Interested candidates have to submit the **hard copy of the Online Application** before the last date of application by speed/registered post along with;

1. Self attested copies of the certificates of proof of Age, Qualifications, Experience etc.,
2. Declaration Form,
3. Endorsement by the Employer and/or NOC (if in service); and,
4. Scale of pay proof (if employed).

**To,
The Recruitment Cell
Indira Gandhi National Tribal University (IGNTU)
Lalpur, Amarkantak
Anuppur - 484 887, Madhya Pradesh, India**

Hard copy of the application along with self attested photocopies of all relevant documents should reach **within the last date (i.e. 23.06.2018) of online application in a closed cover super-scribing Application for the post of and the advertisement No. of the post as prescribed in the advertisement.**

- (i) Candidates are required to have a valid personal email ID. It should be kept active during the process of recruitment. The IGNTU will send call letters for interview through the registered email ID or the same may be downloaded from the designated portal. In case, a candidate does not have a valid personal email ID, he / she should create his / her new email ID before applying Online.
 - (ii) The name of the candidate, Date of Birth and his / her Parents' name etc. should be written correctly in the online application in **BOLD LETTERS** as it appears in the class 10th certificate. Any changes / alteration found may disqualify the candidature.
- Age, Experience and qualification will be considered as on the last date of submission of application.
 - Other terms and conditions as per the UGC norms.
 - The decision of the screening committee is final with regard to screening of applications and short listing of the candidates for appearing interview.
 - The university reserves the right to cancel candidature of such candidates at any point of time if found in canvassing in any form.
 - The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - Candidates are advised to visit the University website regularly for updates related to recruitment. For any clarification, the candidates may contact the Recruitment Cell of the University by sending mail to recruitment@igntu.ac.in in case of any grievance/queries.

Sd/
Registrar