Office of the Registrar
Recruitment, EC & Legal Cell
Date: 21.02.2023

Advt. No. UH/Rectt./Consultants/2023/1387

REQUIREMENT OF CONSULTANTS IN INTERNAL AUDIT OFFICE

Applications in the prescribed proforma (enclosed) are invited from qualified and experienced candidates for rendering services as **Consultants** in Internal Audit Office on payment of consolidated fee as per particulars furnished below:

S. No.	No. of persons required	Essential qualifications and experience	Brief Job description
1.	02	**1st Position:** M.Com/CA(Final)/ICWA(Final)/CA/ICWA **Experience:** Thorough understanding of double entry system of accounting and having preferably minimum 3 years of experience in Govt Accounting (PSU/Central Autonomous Organizations/Central Universities etc.) The candidate should have thorough experience in operating Tally Accounting Software, MS Office, MS Excel etc.	Audit of Accounting Transactions, Checking of Accounting System including Grants Accounting Checking of GST issues, Checking of contract bills, checking of Civil Works bills, etc.
		2nd Position: Retired officers of Indian Audit and Accounts Department having qualified in SAS/SO Grade (Civil) or (Commercial) and possessing Bachelor's Degree.	Audit of accounts of schools / departments, pre-check of purchase proposals, scrutiny of works, estimates, agreements, final bills, MOUs, MOAs, pay fixations, pension & other terminal benefits etc.

1. The prospective candidates should not be over the age of 65 years. Retired officials from Government and PSE/Autonomous Bodies are also eligible to apply, provided they have not attained the age of 65 years.

2. The tenure of the appointment is for a period of 6 months from the date of joining and can be extended based on the satisfactory performance of the incumbent.

3. The Consultant fee is fixed at Rs. 40,000/- p.m.

4. The advertised Consultant position is tentative, this may change at the time of final selection and University of Hyderabad reserves the right not to fill up the post, if it so desires.

5. Filled in applications in the prescribed format attached herewith, along with self-attested copies of documents in support of educational and professional qualifications, experience etc. must be sent to *the Deputy Registrar (Rectt), Recruitment Cell, Administration Building, Room No: 221, University of Hyderabad, Hyderabad – 500 046, by 15.03.2023.* The applications may also be sent by email to *hr@uohyd.ac.in*

21/2/23

Deputy Registrar (Rectt.)

Place: Hyderabad
Date: 21.02.2023

1. Name of the Candidate: _____

2. Name of the Post : _____

3. Date of Birth: _____; Age: _____; Gender: _____

Affix a recent and signed Passport size photograph

4. Category: SC/ST/OBC/PWD: YES /NO
    (if yes please mention category and enclose relevant caste certificate)

5. Educational Qualifications (Matriculation onwards) (including technical)

Year	Qualifications	Subjects	Board/Institute/University	% marks / Grade

6. Details of employment in the chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed

7. Name & Address of the applicant for correspondence:

Permanent Address	Mailing Address

8. Details of previous Consultancy assignments, if any:

9. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:

10. Details of enclosures (photocopy only) SUPPORTING THE QUALIFICATIONS AND WORKING EXPERIENCE, Last Pay Certificate/Pension Payment order.

i)

ii)

iii)

iv)

v)

Signature of applicant..

Address (with mobile, e-mail ID) ....

Place:

Date: