



(An Institution of National Importance under MoE, Government of India)

**Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127**

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IIITDMK/Admn/C/01-2023

07 Jul 2023

**Engagement of INTERNAL AUDIT OFFICER  
(Contract basis)**

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram is an Institution of National Importance established in 2007 by the Ministry of Education, Government of India and is located at outskirts of Chennai. It is a Centre of Excellence for pursuing Design and Manufacturing Oriented Engineering Education and Research and for promoting competitive advantage of Indian products in global markets.

IIITDM Kancheepuram is presently offering undergraduate, postgraduate, dual-degree programmes in the areas of Computer, Electronics, Mechanical Engineering and interdisciplinary Ph.D. programmes in core and applied areas of engineering. It functions with the vision to groom engineers with design and manufacturing skills. The institute gives significant amount of emphasis for practice courses and theory concepts are also explored along with the relevant laboratory course.

Applications are invited from retired Audit Officers/ Accounts Officers to work as **INTERNAL AUDIT OFFICER** at Indian Institute of Information Technology Design and Manufacturing (IIITDM) Kancheepuram on short term contract basis initially for a period of one year.

<b>Eligibility:</b>	1. Retired Audit/Accounts officers from CAG audit, Central government, Central autonomous Institutes who have retired in GP 5400 and above who are having experience in accounts and audit matters, income tax etc. 2. Proficiency in usage of computerized office environment like Ms Office/ Ms Excel.
<b>Age Limit</b>	Not exceeding 63 years as on the date of application.
<b>Remuneration</b>	A consolidated pay of Rs.50,000 /- per month.

Scope of Work:

- (1) Internal audit officer shall report to Director for performing the internal audit function as set out by the Internal audit manual.
- (2) The duties and responsibilities inter alia include:
  - a. Pre audit of all payment vouchers in compliance with laid down procedures and rules.
  - b. Pre audit check of all procurements, establishment matters, works, academic matters, personal claims etc. for compliance to laid down procedures and rules.

- c. Verification of Compliance to TDS, GST and its proper remittance, verification of closing of accounts.
- d. BRS, R&P, I&E, Balancesheet on monthly or yearly basis.
- e. Compliance to others standard operation procedures laid down by the Institute with respect to payments, receipts, advances, loans etc.
- f. Coordinate with the statutory audit every year and compliance of audit observation with the help of concerned department/centers
- g. All other matters involving financial implications.
- h. Knowledge of Tally is desirable.**

1. **General conditions**

- a) The consultant shall abide with contract agreement, general conduct rules and information security act and other restrictions applicable to Govt. employees.
- b) During the period of consultancy, he shall not be engaged in any private business or professional activity which could be in conflict with the interest of the Government. The consultant will observe the office timings, holidays of IITDM Kancheepuram.
- c) Initially the appointment will be for a period of one year and may be extended by the authority based on satisfactory performance.
- d) It may be noted that the engagement of Contractual staff will be of a temporary nature and the engagement can be cancelled at any time by IITDM Kancheepuram, by giving a month's notice either side without assigning any reason.
- e) Headquarters of the consultant shall be Chennai and in case he/she is required to perform journey/tour in connection with official duties, his/her TA/DA entitlement shall be as applicable to him/ her at the time of his/ her retirement.
- f) The consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility and Medical Reimbursement.
- g) Incidental Leave of 18 days per annum (@ 1.5 days per completed month of service) shall be admissible to the consultant. No other kind of leave shall be admissible. Accumulation of leave beyond the calendar year shall not be allowed. On termination/ completion of the contract, the consultant shall not be entitled to the benefit of encashment of the un-availed leave.
- h) The consultant will have to undertake not to disclose, divulge or make public, except under legal obligations, any information that he may acquire in course of his/her work without the written consent of IITDM Kancheepuram.
- i) The consultant shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards.
- j) The consultant shall abide by the rules and provisions contained in Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his/her conduct during the period of his/her engagement in IITDM Kancheepuram.
- k) The consultant should maintain confidentiality/absolute secrecy of the work carried out by him/her. He/She shall be bound to hand over all the records/accounts handled by him/her to the designated person of IITDM Kancheepuram before the expiry of the contract period and before final payment is released by IITDM Kancheepuram.

- l) The services of the consultant shall be terminated, at any point of time, if
    - i. the services rendered by him/her are not satisfactory, or
    - ii. any declaration or information furnished by him/her proves to be false or having been willfully suppressed, or
    - iii. there is any breach of any of the terms and conditions of contractual engagement or  
he/she is found to be involved in any act of indiscipline or misconduct or
    - iv. he/she is found to be involved in any act that proves unbecoming of him/her.
  - m) Notwithstanding what is provided above, the services of a consultant may be terminated by either side by giving a month's notice or a month's salary in lieu of the notice period. If the notice is for a period less than a month, salary in lieu of the notice period will be paid to the extent the notice falls short of a month. The decision of IIITDM Kancheepuram in this regard shall be final and binding on the contractual staff.
2. Application has to be submitted in the prescribed proforma which can also be downloaded from website: [www.iiitdm.ac.in](http://www.iiitdm.ac.in).
  3. Application along with copy of all relevant documents viz. Copy of PPO, Retirement order, Certificate/Degree, , Proof of date of birth, identification proof such as Aadhar Card or PAN Card may be submitted online to [recruitment@iiitdm.ac.in](mailto:recruitment@iiitdm.ac.in) on or before **20<sup>th</sup> July 2023**.
  4. No TA / DA is payable for attending the interview.

1) **Place of Interview:**

Administration Section

Indian Institute of Information Technology, Design and Manufacturing,  
Kancheepuram Melakkottaiyur, Vandalur - Kelambakkam Road, Chennai-600 127.

Contact No: 044-27476312/6313, Email: [recruit@iiitdm.ac.in](mailto:recruit@iiitdm.ac.in)

Website: [www.iiitdm.ac.in](http://www.iiitdm.ac.in)

2) **The date and time will be intimated to shortlisted candidates by email.**

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**Application for the position of Internal Audit Officer on Contract- IITDM  
Kancheepuram**

Affix passport  
photo of self

1. Name in full and address for correspondence (in Block letters):  Gender : Male/Female						
2. Mobile No.						
3. Email address						
4. Aadhar Card No.						
5. PAN No.						
6. Date of Birth (In Christian era) and age on the closing date of application						
7. a) The date of initial appointment  b) The date of superannuation/retirement						
8.(a)Name of the organisation/office last served with address  (b)Designation at the time of retirement/superannuation						
9.Details of departmental exams passed						
10. Educational Qualifications (Degree/Post graduation/diploma courses/certificate courses)						
11. Proficiency in Computer /Experience in Administration/ Establishment matters.						
12. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient:						
Office/ Organisation	Whether Central Govt./ University/ Research Institutions/ Statutory/Autonomous Organisation	Post held with Pay Level	Period of service		Nature of appointment (regular/ adhoc/ deputation)	Nature of Duties with brief details of works performed during the appointment
			From	To		

13. Additional details about your previous employment.	
14. Pay last drawn at the time of retirement and Basic pension (before commutation) drawn	
15. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):	
16. Whether belong to SC/ST/OBC	
17. Remarks, if any	

**DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Department. I have read this notification and willing to accept all the terms and conditions for engaging on contract basis.

Place:

Signature of Candidate

Date:

**Following documents are to be enclosed with the application**

1. Identity proof :
2. Proof of address :
3. Copy of PPO :
4. Copy of Proofs of Educational qualifications: