



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING KURNOOL**

(An Institute of National Importance, under Ministry of Education, Govt. of India)
Jagannathagattu, Dinnedevaram, Kurnool-518008, Andhra Pradesh, INDIA
Email: accounts@iiitk.ac.in Ph: 08518-289-112

Consultant Posts on Contract basis

Walk-in Interview

Advt. No. IIITDMK/F&A/contract. Rectt /02/2024-25 dated 28-11-2024

Indian Institute of Information Technology Design and Manufacturing Kurnool, an Institute of National Importance, under Ministry of Education, Government of India, wants to conduct a Walk-in Interview for the following posts.

Pay and Eligibility details for appointment of following consultant posts on contract:

Name of the post	Number of Vacancies	Consolidated Remuneration	Nature of Engagement	Schedule of Walk-in interview
Officer-on-Special Duty (Internal Audit)	01	Rs. 40,000 /- **	On-contract	Date: 12.12.2024 Time: 10 AM Venue: Mini-conference hall, admin block, IIITDM Kurnool
Internal Auditor (Finance & Accounts)	01	Rs. 45,000 /- **	On-contract	Date: 12.12.2024 Time: 3 PM Venue: Mini-conference hall, admin block, IIITDM Kurnool

** No other allowances except the consolidated remuneration shown above will be paid.



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Name of the Post : **Officer-on-Special Duty (Internal Audit)**

Eligibility Criteria and Work Description:

Eligibility: Persons who have retired as AAO/Equivalent or above (Level-8 and above) from AG/CAG/any Central Govt Offices including autonomous/attached/subordinate offices.

Upper Age Limit: 65 Years of age as on the date of Walk-in interview

Duration of Contract: The engagement shall be purely temporary basis, initially for a period of 1 year, extendable up to a maximum of two terms of one year each or attaining 65 years of age, whichever is earlier and also subject to performance and requirement of service.

Duties and Responsibilities:

1. Audit of Accounts of Depts, Pre-check/Vetting of the purchase proposals, Scrutiny of works/estimates/agreements/MoUs/MoAs/documents/ reports and pre-audit of the payment vouchers pertaining to the Institute including the scrutiny of Statutory remittances by contractors.
2. Scrutiny of Pay Fixations and retirement benefits.
3. Guiding on steps to be taken for compliance of all the prevailing rules and preparation of suitable reply for compliance to old outstanding CAG Paras and settlement of audit observations.
4. Providing assistance during Thematic/Compliance/ Performance/ Financial Audit etc.
5. Any other assignment given by higher authorities depending upon administrative requirements.
6. Duty timing will be same as the regular staff of the institute.



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Name of the Post : **Internal Auditor (Finance & Accounts)**

Eligibility Criteria and Work Description:

Eligibility: Candidates who are Members of “Institute of Chartered Accountants of India / Institute of Cost & Works Accountants of India” having adequate experience of Internal Audit in educational Institution like IIT/NIT/IIIT/IIM/IISER etc.

Upper Age Limit: 65 Years of age as on the date of Walk-in interview.

Duration of Contract: The engagement shall be purely temporary basis, initially for a period of 2 years, which may be extended by 1 year at the discretion of the Competent Authority subject to functional requirement, performance appraisal and fitness of the individual etc.

Duties and Responsibilities:

(a) Advise the Institute on proper implementation of the standard accounting procedures/Policies/Rules framed by the Ministry of Education/ Ministry of Finance, Government of India.

(b) Conduct regular Vouching and cross check the Tally entries with the physical vouchers of all the receipts/payments of the Institute and cross check the bank transactions with the bank statements.

(c) Verification of Monthly Bank Reconciliation statement.

(d) Cross check the statutory remittances (i.e. IT TDS/GST TDS/NPS/GPF/PT/GST etc.) related to the previous month with the concerned vouchers and rectify, if necessary. Also, attending any notices/orders received from the statutory bodies regulating the above remittances.

(e) Submit monthly statement of observations on the verification done, resolutions of the previous month’s pending issues and also to submit the quarterly internal audit report regarding the accounts.

(f) Prepare Annual Accounts of the Institute and submit the same to the institute on or before 25th May of the succeeding year or as per the MoE directions.

(g) Assist the Institute during CAG audit by preparing draft replies to CAG queries and facilitate in getting SAR by appropriately coordinating with the office of CAG.

(h) Generation of online Form 16 and 16A with monthly salary sheet and payments vouchers provided by Accounts Section.

(i) The Consultant or his staff should attend the duties at least twice a week and the consultant himself should attend the duties at least for every 15 days (atleast twice a month).



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General information and instructions:

1. Candidates of Indian nation having the requisite qualification and experience specified as above are invited for the walk-in interview for the above-mentioned post.
2. The candidate should possess the degrees mentioned in the notification awarded by an Institute/University recognized by the Government/other Statutory Bodies.
3. Mere fulfilment of qualifications and experience requirement does not entitle a candidate to get selected for the post.
4. The Institute reserves the right to set higher norms than the minimum while selecting, taking into account the specific requirements of the Institute. The decision of the Institute in all matters related to the selection process/ interview shall be final and no correspondence from the candidates will be entertained in this regard.
5. The candidate is responsible for the correctness of the information provided at the time of walk-in interview. If it is found at a later stage that any information provided by the candidate is incorrect/false, his/her appointment will be cancelled and further, the candidate will be made liable for criminal action.
6. The Institute reserves the right to modify/defer/cancel the advertisement/recruitment process at any stage without assigning any reason.
7. No TA/DA will be paid for attending the walk-in interview.
8. This temporary post does not confer any right/claim for regularization/absorption at IIITDM Kurnool.
9. Candidates have to carry original documents in support of all the required educational qualifications, experience and other claims etc. together with a set of self-attested copies of all the documents, at the time of interview.
10. Candidates are required to go through the details of qualifications, experience, and instructions specified in this notification. They should satisfy themselves, before attending the interview, that they possess the minimum essential qualifications, experience etc., as laid down in the Notification.
11. The details of the selected candidate will be displayed on the website of the Institute. No individual communications will be sent. Candidates are advised to visit the Institute website regularly.
12. For any updates regarding the notification, candidates may visit our official website from time to time.
13. Detailed terms and conditions will be mentioned in the offer letter.

Registrar,
IIITDM Kurnool