



**NOTICE INVITING APPLICATIONS FOR THE POSITION OF INTERNAL
AUDITOR CUM ADVISOR**

The Indian Institute of Management Mumbai (IIM Mumbai) is an Institution of National Importance under Ministry of Education, Govt. of India. IIM Mumbai invites application for the position of an Internal Auditor - purely temporary on contract basis for a period of 1 year and extendable depending on the performance. Interested eligible candidates may apply.

Eligible candidates may send their applications through post/courier/by hand in the format prescribed in *Annexure "A"* enclosed herewith along with all supporting documents. The hard copy of the Application may be forwarded to the below mentioned address:

To,
Chief Administrative Officer
Indian Institute of Management of Mumbai
Vihar Lake Road, P.O IIM Mumbai, Powai, Mumbai 400087

The last date of receiving Applications in the prescribed format along with supporting documents is till 5 PM on 10.07.2024.

Note: Applying for position of Internal Auditor at IIM Mumbai does not confer any right/assurance whatsoever that they will be appointed in IIM Mumbai. Letters to internal auditor will be issued by IIM MUMBAI separately.

1. Minimum Qualification & Experience:

- (a) Candidate must have minimum Master's Degree with 55% of aggregate marks in any discipline plus 10 years of Work Experience on GoI Rules to handle Personnel, Finance matters, Inventory Management, Purchase of Goods & Services etc.
- (b) Retired Govt officers, who have experience of atleast in the rank of Under Secretary/ Assistant Registrar or equivalent level may apply for the said post.
- (c) Candidates, who have worked in Central Govt/State Govt/Autonomous bodies/PSUs/ Universities/CAG Office shall be given preference.

Desirable qualifications / Experience: - A candidate retired from C&AG Office / Govt / Semi Govt/ PSU/ Central Education Institutions.

Consolidated Remuneration. Rs 60,000/- to 70,000/- (Commensurate with educational qualification and work experience). Or Emoluments will be payable as per the applicable norms of the Government of India for retired Government official.

2. **Tenure of Appointment.** The initial engagement/appointment of Internal Auditor cum Advisor will be temporary on contract basis for a period of 1 year and extendable depending on the performance. or until further orders whichever is earlier. The performance of Internal Auditor cum Advisor shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the internal auditor, the engagement/appointment may be renewed for a period of another one year by the IIM Mumbai. The IIM Mumbai reserves the right to terminate the contract at any time without assigning any reason thereof.

3. **Duties of Internal Auditor: -**

1. He/ She will carry out internal audit function which will involve checking of all the fund inflows and outflows, checking of Bank reconciliations, checking and signing of each and every payment voucher/s, receipts as pre-audit, physical check of cash and fixed assets as per records, statutory compliances and other related issues as per the requirement of the Institute.
2. He/ She will carry out scrutiny of ledger, checking of trial balance and will ensure timely preparations of the Annual Accounts so that it can be timely available for C&AG Statutory Auditors.
3. He/ She will submit monthly Audit Report to the Director.
4. He/ She will offer guidance about compliances of statutory requirements of the Institute for preparation of various tender documents, Engagement of casual employees through different contractors.
5. He/ She will offer guidance about compliances and implementation of statutory obligations in respect of GST, Income Tax, Professional Tax, Service-Tax, Work Contract Tax (W.C.T), and other statutory matters as applicable.
6. He/ She will scrutinize and guide on issues pertaining to Service Matters (recruitment, salary, pension, promotions, reservations etc.), establishment matters, procurement, contract management etc., as per extant Rules & Regulations contained in FR & SRs, CCS (CCA) Rules, CCS(Conduct) Rules, GFR-2017 and all GoI Orders/Instructions etc issued from time to time.
7. He / She will assist Accounts & Finance Section in preparation and scrutinizing and vetting the documents for disciplinary/ administrative proceedings as per extant Rules/Provisions etc. as per GoI rule/s.
8. He/ She will scrutinize and advice on Retirement Benefits, Pay Fixation, Income Tax related issues, TDS rates, GPF/CPF/NPS matters, TA/DA, GoI Rules for Re-Employment, Deputation and other related matters.
9. He/ She will scrutinize and guide about GoI Rules for LTC, maternity/paternity leave benefits, other leave entitlements, allowances etc.
10. He/ She will scrutinize and guide on purchase of Goods and Services for the Institute as per GFR-2017 and other Rules in vogue.
11. He/ She will offer guidance in respect of opening of quotations/ Tenders, comparing the comparative statements, scrutinizing and comparing the quoted rates to available market rates, GST in respect of all the items purchased or work contract etc.
12. He/ She will help in Internal Audit of the financial transactions, before they are forwarded to the Competent authorities for approval etc. Also, to examine and ensure that proper controls are maintained on all purchases and consumption of materials in accordance with the Budget.

13. He/ She will scrutinize and check the vouchers and certification of receipt of goods and services, Log Books for use of vehicles, inventory of publications and petty cash book etc.
14. He/ She will scrutinize and ensure maintenance of proper Inventory Control (Stationery, Movable Furniture and Equipment etc.) on all assets purchased through Projects/Maintenance/Plan Grants and reconcile with the Assets Registers.
15. He/ She will help in audit of proposals of the Institute and attend to the Statutory Auditors i.e. CAG Audit etc.
16. He / She will help in Liaising with the C&AG office to close the audit paras
17. He/ She will help in Scrutinizing the monthly budget allocation/s.
18. Any other assignment/s entrusted from time to time by the Competent Authority.

4. Salient terms and condition are given below:

- a. The applicant must be a citizen of India. Candidates should have good verbal/written Hindi and English communication skills.
- b. The contract will be initially for a period for one year, renewable thereafter subject to satisfactory performance
- c. The person should not have attained the age of 65 years as on 10.07.2024.
- d. The Institute reserves the right to: -
 - i. to empanel candidates for similar works in future.
 - ii. to fill or not to fill the position or to reject any/all applications/candidates at any stage of selection process or to cancel the advertisement for the above-mentioned post(s), without assigning any reason thereof.
 - iii. to increase/decrease the tenure of appointment.
 - iv. to cancel the partial or whole selection process.
 - v. to extend the closing date for receipt of applications.
- e. Since applications received will be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- f. The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
- g. No TA/DA will be paid for attending the interview / test as applicable.
- h. In case of any error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of Appointment Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
- i. Interested candidates should submit their applications in prescribed format along with self-attested copies of requisite documents of (1) Educational / Experience certificates (2) notable professional achievements/testimonials /certificates /awards (3) Pension Payment Order (PPO) (4) Date of Birth Certificate and (5) Medical Fitness Certificate as applicable be sent in scanned form to email id: career@iimmumbai.ac.in on or before 10.07.2024.

All communications from institute side will be made by email only. No interim correspondence shall be entertained. **Last date of application is 10.07.2024, 5.00 pm.**

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Chief Administrative Officer