

مولاانا آزااد نيشنل اردو يونيورسٲٲى

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University)

Gachibowli, Hyderabad - 500 032



Employment Notification No.53/2019

Dated 07.02.2019

**APPLICATION FOR THE POST OF INTERNAL AUDIT OFFICER  
ON DEPUTATION BASIS**

1. Period of deputation Initially for a period of two years which may be extended or curtailed by the borrowing authority.
2. Job requirements The incumbent would head the Internal Audit Branch and report to top management of the University. He/she would be required to render independent advice on administrative, financial and audit matters to University management and to various Committees including Audit Committee.
3. Eligibility The candidate should
  - (a) belong to Audit & Accounts Services in Central / State Government holding analogous post on regular basis  
or
  - (b) have three years regular service at Level-11 of Seventh Central Pay Commission pay matrix (pre-revised Pay Band-3 with Grade Pay of R6,600) in the area of audit and accounts in any Government Department / Autonomous Bodies  
or
  - (c) have five years regular service at Level-10 of Seventh Central Pay Commission pay matrix (pre-revised Pay Band-3 with Grade Pay of Rs.5,400) in the area of audit and accounts in any Government Department / Autonomous Bodies.
4. Experience
  - (a) The candidate should have experience of internal auditing, budgeting and accounting, purchase procedures, contracts, public works, passing of bills/ claims, establishment matters under Central Govt. rules/ regulations, working as an interface with statutory auditor etc.
  - (b) Experience of working in a central educational institution would be preferred.



5.	Place of posting	The place of posting of the incumbent would be at the headquarters of the University at Hyderabad.
6.	Allowances	As applicable to Central Government employees posted at Hyderabad.
7.	Residential accommodation	University accommodation, subject to availability, would be provided on priority basis.
8.	Medical facilities	The incumbent would be eligible to get medical facilities for himself/ herself and dependent family members at the University Health Centre located in the campus and to other recognized hospitals as per University's rules/ regulations.
9.	How to apply	<p>(a) Interested candidates should apply in the prescribed pro forma available on University's website: <a href="http://www.manuu.ac.in">www.manuu.ac.in</a>.</p> <p>(b) The application should be sent through proper channel duly accompanied by attested copies of last five years ACRs/ APARs, Integrity Certificate, Vigilance Clearance Certificate and details of major/ minor penalties imposed during last ten years.</p> <p>(c) The applications received without requisite documents will be summarily rejected. The departments while forwarding applications may ensure that the officials who volunteer for the post shall not be allowed to withdraw their names later on. Advance copy of the application may be considered if received by the closing date followed by application received through proper channel.</p>
10.	Other terms and conditions	<p>(a) The terms and conditions of the officials selected will be regulated in accordance with the instructions issued by Government of India, Department of Personnel &amp; Training from time to time as applicable to Central Government Departments/ Organizations.</p> <p>(b) The maximum age limit for transfer on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>(c) Departments should not sponsor name of any officer who is not likely to complete the mandatory 'cooling off' period of three years from earlier deputation/ foreign service by the time the officer is likely to be selected.</p> <p>(d) Only shortlisted candidates will be called for interview.</p> <p>(e) The University reserves the right to cancel or withdraw the advertisement without assigning any reason.</p>