



Inter-University Accelerator Centre

An Autonomous Inter-University Centre of UGC, MoE, Govt. of India
<http://www.iuac.res.in>

Aruna Asaf Ali Marg, New Delhi, 110067, INDIA

ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS AS CONSULTANT (INTERNAL AUDIT) ON CONTRACT BASIS

Advt. No. 07/2023

Inter University Accelerator Centre (IUAC), New Delhi, an Autonomous Centre of University Grants Commission under Ministry of Education, Govt. of India, invites applications in prescribed format from retired/due to retire on or before 31st December, 2023 government servants for engagement as Consultant having at least 5 years of experience in Internal Audit and Finance of Central/State Departments/Autonomous Bodies/Universities on contract basis initially for a period of One year as per details given below:

1.	Name of the Post	Consultant (Internal Audit)
2.	Number of Posts	01
3.	Period of Engagement	Initially for a period of one year
4.	Job location	IUAC, New Delhi
5.	Age Limit	Not above 62 years as on 01.11.2023
6.	Educational Qualification	Graduate in any discipline.
7.	Experience Required	Retired Officer (Under Secretary/Section Officer or equivalent) having good experience of Internal Audit/Accounts etc.
8.	Eligibility Condition	<ol style="list-style-type: none">1. Should have good communication and interpersonal skills, fair knowledge of computer applications such as MS word, excel and PPT.2. Should have expertise in noting/drafting, budget/accounts, office procedure etc.3. Should have good experience of Internal Audit & Finance of Government Departments/Autonomous Bodies etc.
9.	Remuneration /Salary	<ol style="list-style-type: none">1. The remuneration of retired government servants shall be as per the DoE OM No. 3-25/2020-E.III-A dated 09/12/2020.2. The Transport allowance shall be fixed as per Finance Ministry OM dated No. 3-25/2020-E.III-A dated 09/12/2020 and shall remain unchanged during the tenure of employment.3. A fixed monthly remuneration by deducting basic pension from the pay drawn at the time of retirement shall be paid. Other terms and condition shall be as per the above-mentioned OM.4. No HRA shall be paid.
10	Leave	Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.
11.	Role and Responsibilities	(a) Accounts – Cash Receipts, Deposits, Utilization of withdrawals from Bank, periodical surprise each count, Reconciliation of Bank accounts, GPF/CPF accounts audit before signature of

		<p>Individual statement etc., to deal with Audit matters, C&AG Audit Para and UGC Internal Audit, reconciliation of outstanding inspection Reports/Paras.</p> <p>(b) Personnel – Establishment matters like payroll, service books, scrutiny of LTC and Leave encashment notes before issue of sanctions, verification of service with the service books before release of pensionary benefits etc.,</p> <p>(c) Purchase – Observance of purchase procedure, scrutiny of purchase and requisitions of goods and services reconciliation, issuance of asset number before release of payment to the suppliers, procedures of payment of advance on import items etc.,</p>
12.	Terms of contract	The term of appointment shall be initially for a period of <u>One year</u> . His/her services can be continued further subject to assessment of his/her performance at the end of the tenure.
13.	Engagement	The engagement of consultant will be purely on contract basis and will not confer any right for regular appointment in the Centre.
14.	Working Hours	<p>The consultant shall be required to observe the normal office timings and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. He/she will be required to put in minimum 40 hours per week.</p> <p>S/he will be required to make his services be available on Holidays/weekends as and when called upon to do so in exigencies for which no additional remuneration shall be paid. However, S/he can avail himself compensatory off on subsequent working days during next 01 (one) month.</p>
15.	Method of Selection	After examination of Applications & CVs, the shortlisted candidates shall be called for interview. A selection committee shall make the final decision on the basis of performance of candidates in interview.
16.	Terms & conditions	<ol style="list-style-type: none"> 1. Only retired government servants with qualification as detailed above shall be considered eligible. 2. He/she shall not be entitled to any other allowance like HRA, CCA, accommodation, telephone etc. 3. For official tours, the consultant shall be entitled to TA/DA as per their entitlement at the time of retirement. 4. Incumbent shall have no right to get absorbed/regularized. 5. The engaged person shall not indulge or disclose to any person the information, which is confidential in nature. A non-disclosure agreement shall be signed by the consultant. 6. The engagement can be discontinued at any time by the competent authority without assigning any reason. 7. The consultant shall in no case represent or give any opinion or advice to others in any matter

		which is adverse to the interest of the IUAC nor will he/she indulge in any activity outside the terms of the contractual assignment.
17	Confidentiality of data & documents	<ol style="list-style-type: none"> 1. The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Centre shall remain with the Centre. 2. Consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics, or proceedings or information collected for the purpose of his/her assignment or during the course of assignment for Centre without the express written consent of the Director. 3. The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Centre. 4. The consultant would be required to sign a non-disclosure undertaking.
18	How to apply	<p>1. Application duly completed in the prescribed proforma is required to be sent to:</p> <p>Administrative Officer (Personnel) Inter University Accelerator Centre Aruna Asaf Ali Marg, Near Vasant Kunj New Delhi – 110067</p> <p>2. The Envelope should be superscribed “Application to the position of Internal Auditor (on contract)”.</p> <p>3. No TA/DA shall be payable to attend the Interview. 4. Original documents along with self-attested xerox of the same shall be brought by the candidates in support of eligibility at the time of interview for verification.</p> <p>5. Applications received after the due date shall be summarily rejected.</p> <p>6. Addendum, Corrigendum, Updates, if any, will be available only on the website of IUAC.</p> <p>7. All the communications with the applicants related to this Advt. will only be made through e-mail only.</p> <p>The completed application should reach the above address latest by 31/12/2023.</p>

Sd-
Administrative Officer
(Personnel)