



TATA INSTITUTE OF SOCIAL SCIENCES
VN Purav Marg, Deonar, Mumbai, 400 088
 (A Deemed University under Section 3 of the UGC Act, 1956)

ADVT/TISS/ADMN/IAO/JULY/2021

01 July 2021

**Call for Applications for the Post of 'Internal Audit Officer' (One Post)
on Contract Basis at TISS, Mumbai Campus**

1. General Information.

(a) Tata Institute of Social Sciences (**TISS**), **Mumbai** a premier Institution, established in the year 1936, is a Deemed to be University under Section 3 of the **UGC** Act, 1956 and is fully funded by the UGC, under Ministry of Education (**MoE**), Govt of India (**Gol**). The Institute is, for undertaking interdisciplinary Social Sciences education and is committed to the values of equity and social justice. The Institute has now grown into a Multi-Campus Public University and is offering over 50 cutting-edge Masters, 03 Bachelors, Doctoral programmes and 28 Diploma/Executive Diploma courses from its campuses at Mumbai, Tuljapur, Guwahati and Hyderabad and contextually engaging with prominent and topical issues at each of its location.

(b) TISS provides work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

2. Post Advertised with Remuneration & Last Date for Application.

(a) Applications are invited for one post of '**Internal Audit Officer (IAO)**' to be filled on contract Basis for a period of one year initially and extendable based on performance of the employee and requirements of the Institute.

(b) **Monthly Remuneration.** Rs 60,000/- to 70,000/- (Commensurate with educational qualification and work experience).

(c) **Last Date of Filling of Online Applications.** **15 July 2021.**

3. Job Description.

(a) Scrutinise 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 Gol Orders/Instructions etc issued from time to time.

(b) Assist P&A Section in preparation and scrutinising and vetting the documents for disciplinary/ administrative proceedings as per extant Rules/Provisions etc of Gol.

(c) Scrutinise and advice on Retirement Benefits, Pay Fixation, Income Tax related issues, TDS rates, GPF/CPF/NPS matters, TA/DA, Gol Rules for Re-Employment, Deputation and other related matters.

(d) Scrutinise and guide about Gol Rules for LTC, maternity/paternity leave benefits, other leave entitlements, allowances etc.

(e) Scrutinise and guide on purchase of Goods and Services for the Institute as per GFR-2017 and other Rules in vogue.

- (f) Opening of quotations, 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.
- (g) 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.
- (h) Scrutinise and checking vouchers and certification of receipt of goods, Log Books for use of vehicles, inventory of publications etc.
- (i) To scrutinise 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.
- (j) Will help in audit of proposals of the Institute and attend to the Statutory Auditors i.e. CAG Audit etc.
- (k) Liaising with the C&AG office to close the audit paras
- (l) Scrutinizing the monthly budget of Dining Hall.
- (m) Any other special assignments entrusted from time to time by the Competent Authority.

4. **Essential 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.

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

6. **Application Fees.** Application Fees of Rs 1000/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs 250/-, if they attach the required Certificate to the online Application Form. Woman applicants are exempted from the payment of Application Fee. The Application will be valid only on receipt of the Application Fee, for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

7. **Other Conditions.**

- (a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.
- (b) Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- (c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

(d) No queries or correspondence regarding issue of Call Letter for Interview/Selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.

(e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc and submit his/ her application duly filled-in along with the desired information and documents as per the advertisement. suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this Clause.

(f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.

(g) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.

(h) No TA/DA will be paid for appearing for the interview, if the interviews are held at the Institute's premises.

(i) In case of any inadvertent 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).

(j) The post is purely Contractual and the Terms of the Contract Position will be for one year, extension, if any, will be given after assessing the suitability and performance of the selected candidate, post one year tenure on the post.

8. Application Process and Interview.

(a) Candidates are requested to apply online through the link **(Apply now)** provided along with this Advertisement on the Institute website www.tiss.edu.

(b) Candidates are required to take a print of acknowledgement of Online Application and keep it for future reference.

(c) Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai.

Note: The selected candidate will have to join within 15 days of issue of Appointment letter by the Institute.

**Sd/xxxxxx
Registrar**