



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
NATIONAL INSTITUTE OF TECHNOLOGY GOA
कुनकोलिम, जिला दक्षिण गोवा, गोवा, पिन-403703
Cuncolim, South Goa District, Goa, Pin-403703

Advt. No: NIT Goa/Admin/2025/OW/27

Date: 13.03.2025

Advertisement for Internal Audit Officer on Temporary Basis

Period of Contract: Appointment is for a period of **Eleven** months (**Purely on Temporary basis**).

Sr. No.	No. of Posts	Discipline	Age Limit	Required Essential Qualifications & Specialization
1	1	Internal Audit Officer on Temporary Basis	Not more than 40 years for CA/C&MA and not more than 65 years for retired employees.	Essential : i) Chartered Accountants or Cost & Management Accountants with 3 to 5 years of experience. or Retired Accounts Officers from Central Government/Autonomous Institutions/SAS Accountants in level 9 or 10 with knowledge of MS Office. or Retired C& AG Officers in Level 9 or 10 with knowledge of MS Office ii) Relevant exposure in internal audit preferably in large research organizations or educational institutions of repute Desirable : i) Should be well-versed with GoI Norms, guidelines and procedures

Nature of Duties includes:

1. To execute internal audit across the Departments/Centres/Sections of the institute with the objective of reviewing controls and compliance within the governmental rules, procedures and statutory guidelines.
2. To independently lead audit engagements.
3. To assist in planning and preparation of audit assignments of the institute as well as sponsored research & consultancy projects.
4. Independently prepare/modify the audit programmes to ensure coverage of all risks and be able to execute the audit as per the audit programme.
5. Demonstrate excellent analytical skills in proposing well-founded conclusions.
6. To co-ordinate with C&AG Audit team and arrange to communicate suitable replies to the findings of the audit.
7. Pre-audit of purchase and works proposals.
8. Pre-audit of payment vouchers.
9. To audit fee and other receipts of the institute

Consolidated Pay: Selected candidate shall be eligible for a consolidated pay of Rs. 50,000/- per month. The higher pay may be given to exceptionally deserving candidate. For retired officers pay will be as per GoI Norms.

How to Apply:

1. The Applicants must be citizens of India.
2. Interested candidates need to duly fill the required data in the attached application form format.
3. Duly filled application form along with the scanned copy of original documents and relevant experience (if any), etc have to be compiled into a single *.pdf file.
4. **For submission of application**, use the below Google form link <https://forms.gle/v1kzQYHS8UoEyBvg7> , and attach the *.pdf file in the provided space.
5. **Last date for application submission (via Google form): 05.04.2025**
6. **The candidate is responsible for the information filled in the application form.**
7. Incomplete application forms shall not be considered for shortlisting and the criteria of shortlisting shall be as per the Institute requirements and norms.
8. No TA/DA will be paid for appearing for the selection process. Any change of dates etc. also will be

communicated either by publishing in the website and thus candidates are requested to visit the website regularly.

9. Mere fulfilment of essential qualifications and specialization requirements does not entitle any candidate for a call to the interview. Short-listing criteria may be set higher than the advertised (if required).
10. The Institute reserves all rights to fill/not fill the advertised post.
11. The interview shall be conducted in **Offline mode**. Timings shall be shared after the scrutiny of applications by email only.
12. The decision of the Institute related to all matters pertaining to the selection shall be final and binding on the applicants. No candidate will have any claim for issue of appointment letter, as a matter of right, even after recommendations by the Selection (Interview) Committee.
13. Selected candidate must be ready to join immediately.
14. Any other rule, as applicable will be followed, although not mentioned above.

For any information, email to:

recruitment@nitgoa.ac.in

Recruitment Cell,

NIT Goa, Farmagudi, Ponda, Goa-403 401.

Phone: 0832-2404200/205

NOTE: Intimation about the Shortlisted Candidates for Interview and the selected candidates will be informed via email only and they are expected to join immediately. Applicants are advised to mention their **correct and active email ID** in the application, as all correspondences will be **through email only**. Hence, regular checking of the email by the applicant is expected.

**-sd-
Registrar**



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APPLICATION FORM FOR INTERNAL AUDIT OFFICER ON (TEMPORARY BASIS)

Discipline: **INTERNAL AUDIT OFFICER**

Affix a
passportsize
color
photograph

1. Name: _____
(IN BLOCK LETTERS)

2. Personal Details:

a) Date of Birth: _____
(dd/mm/yyyy)
b) Age: _____
c) Gender: _____

d) Marital Status: _____
e) Nationality: _____
f) Category: _____

3. (a) Contact Address:

(b) Permanent Address:

4. Contact Details (with STD/ISD code):

a. Phone (Office): _____
b. Phone (Res): _____
c. Mobile: _____

d. Fax: _____
e. E-mail ID: _____

5. Academic record starting with the school-leaving exam:

(Please attach photocopies of transcripts/ mark sheets/ grade card and certificates for all your degrees):

Degree	Specialization / Discipline	College/University/Institute	Year of Pass	Percentage/ CGPA	Class

6. Achievements (Please attach documents supporting the achievements)

Sl. No	Achievements

7. Extracurricular Activities (including NCC)

Sl. No	Description

8. Present employment:

Designation	Organization
Date of joining (dd/mm/yyyy)	Scale of Pay in Rs
Pay in Rs	

9. Experience:

Sl. No.	Name of the Organization Where employed	Designation	Date of Joining	Date of Leaving	Pay	Job Profile (If required attached seprate sheet)

10. Information of three Referees:

(Names and contact details of referees who would be willing to write in support of your application):

	Referee 1	Referee 2	Referee 3
Name			
Designation			
Organization/ Institute			
Address Line1			
Address Line2			
Address Line3			
Telephone			
E-mail ID			

11. Any other information relevant to the post applied for

Sl. No	Description

12. Documents Attached:

Sl. No	Description

13. I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that the entries in this form as well as in attached sheets are true to the best of my knowledge and belief.

Date:

Place:

(Signature of Applicant)