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भारतीय प्रौद्योगिकी संस्थान जोधपुर  
Indian Institute of Technology Jodhpur

Office of Establishment-II

Admin Block (East), Nagaur Road, Karwar 342037, Jodhpur  
Phone: (0291) 280 1091; eMail: recruitment@iitj.ac.in

Advt. No: IITJ/ 2021-22/O(E-II) /SAO/39

Dated: 02-09-2021

**ADVERTISEMENT FOR CONTRACTUAL POSITION**

The Institute intends to engage a *Senior Audit Officer* on contract basis, initially for a period of one year. The post is temporary and on consolidated salary basis.

Name of the post	: <b>Senior Audit Officer</b>
Number of post	: 01 (one)
Essential Qualification & Experience	: (i) Bachelor's degree in any discipline. (ii) Retired Senior Audit Officer/ Audit Officer from CAG offices or organized Accounts & Audit Department.
Age limit	: (i) The maximum age limit for which retired person can be engaged shall not exceed 62 years as on the date of interview.
Consolidated Emoluments	: Consolidated pay ( <i>Last pay drawn - Pension</i> ) per month
Accommodation	: Accommodation at IIT Campus ( <i>subject to availability</i> )
Tenure of appointment	: The appointment for the above contractual position will be initially for One year, which can be further extended up to a maximum of three years' subject to satisfactory performance.
Job Description	: The major responsibilities of Senior Audit Officer is to conduct Internal Audit of all financial activities, Stock & Assets verification, Pre & Post Audit function, Audit of tenders and related documents and any other work as assigned by the <i>Competent Authority</i> related to Internal Audit of the Institute.

The desirous candidates having requisite qualifications and fulfilling other eligibility conditions may apply for the post latest by **23 September 2021** in the proforma given at **Annexure-A**.

## General Instructions to the applicants:

1.	<p>The candidate who fulfills the requirements may apply in the prescribed format (<i>Attached as Annexure-A</i>). All the certificates (in copy) in support of their qualification, experience as well as <i>no objection certificate</i> from the present employer, if any, will be provided with the application form.</p> <p>A copy of application form with all supporting documents shall be submitted to the Office of Establishment-II, IIT Jodhpur at the address – <a href="mailto:recruitment@iitj.ac.in">recruitment@iitj.ac.in</a> before <b>23 September 2021 (05:00 PM)</b> as the process will be done through online mode, application received after the above-mentioned date will not be considered.</p>
2.	<p>Selected candidates shall not have claim on any regular position and shall not be bestowed any of the privileges like Housing, Medical Facility and Other benefits available to the regular employees of the Institute.</p>
3.	<p>Applicants are advised to ensure, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/Institute. Eligibility in terms of age, qualification and experience of a candidate shall be considered as on the closing date of advertisement.</p>
4.	<p>Interested candidates may also in their own interest ensure that they fulfill the eligibility conditions. Ineligible candidates will not be allowed to appear for interview. Verification of documents will be done before interview (<i>if required</i>).</p>
5.	<p>In case of large number of candidates reporting for interview, the competent authority, IIT Jodhpur reserves the right to shortlist candidates by adopting additional criteria.</p>
6.	<p>The candidate will be intimated for interview after shortlisting of applications.</p>
7.	<p>The number of vacancies indicated in the notification is tentative. IIT Jodhpur reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Jodhpur reserves the right to NOT fill any of the posts advertised.</p>
8.	<p>No <b>TA/DA</b> will be paid for attending the <i>Selection</i> Process.</p>
9.	<p>In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to <i>modify, withdraw</i> or <i>cancel</i> any communication made to the Applicants.</p>
10.	<p>After joining the service of the Institute, the person(s) will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/She may be assigned any duty within or outside the Institute depending upon the exigency of the work.</p>
11.	<p>The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such candidates/employees.</p>
12.	<p>No interim correspondence whatsoever will be entertained from the candidates.</p>
13.	<p>Canvassing in any form or bringing in any influence political or otherwise will be a disqualification for the post.</p>
14.	<p>In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.</p>
15.	<p>For a query related to Selection Process, applicant may send e-mail on <a href="mailto:recruitment@iitj.ac.in">recruitment@iitj.ac.in</a> However, enquiry/queries related to eligibility for the post/interpretation of rules or forwarding of CV will not be entertained.</p>

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Advisor (Admn.) & Offg. Registrar



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ANNEXURE-A

**APPLICATION FOR THE POST OF SENIOR AUDIT OFFICER**

(Advt. No: IITJ/ 2021-22/O(E-II) /SAO/39 dated 02 Sept., 2021)

1. Name of the applicant :  
( in BLOCK LETTERS)
2. Father's name :
3. Permanent address :
4. Address for correspondence :
5. Phone No. & Email ID :
6. Gender (Male/Female) :
7. Date of birth :
8. Whether belongs to :  
GEN/EWS/SC/ST/OBC
9. Educational qualifications :

Affix self  
attested  
Passport size  
photograph

Exam Passed	Name of Board/University	Year of Passing	% of marks/CGPA	Div.	Subject	Remarks
(UG)						
SAS						
(other)						

10. Experience (1) :  
(2) :
11. PPO Details (*attach copy*) : No.: Issued on:
12. Name of the last employer, if any :
13. Any other relevant information :

**Declaration**

I \_\_\_\_\_ do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test, my candidature will stand cancelled and my claim for the recruitment stand forfeited.

**Date:**

**Place:**

**Signature of the candidate**