

INDIAN INSTITUTE OF TECHNOLOGY PATNA

BIHTA, PATNA - 801106 (Bihar)

Phone: (06115) 3028084

WALK-IN- INTERVIEW FOR ENGAGEMENT OF AUDIT AND ACCOUNTS OFFICER

ON FULL TIME CONTRACT BASIS

IIT Patna is looking for an Accounts and Audit Officer (on contract) from amongst retired employees of Central Govt./Autonomous Bodies/PSUs.

Appointment will be initially for a period of six months on full time basis. The engagement is extendable for another six months based on need and performance.

1	Age	Preferably upto 62 years of age but not more than 70 years, on the date of interview.
2	Educational Qualification	Master's/Bachelor's degree in any discipline with experience in financial, accounts and audit process operations.
3	Experience	At least 15 years of experience in Finance and Accounts/Audit out of which 5 years in Pay Level 10 or equivalent and above. Candidate having experience in handling Audit/Finance related activities in Govt. sectors like IITs/NITs/ similarly placed CFTIs/other autonomous bodies/Offices of CAG etc. with knowledge of computerized administration will be preferred.
4	Remuneration	Rs. 60000/- (consolidated) per month. For pensioners, the consolidated emolument would be last pay drawn – pension, subject to a maximum of Rs.60000/- per month, whichever is lower.
5	Duration of appointment	Initially for 06 (six) months, extendable for another 06(six) months depending upon the need and performance.
6	Number of Vacancy	02 (Two)
7	Place of Posting	The selected candidate will be posted in IIT Patna Campus Bihta, Patna.
8	Preference	Candidate, who has higher qualification & experience shall be preferred.
9	Benefits	Apart from emoluments stated herein medical facility (OPD) as applicable to IITP employees would be available.
10	Accommodation	Campus accommodation subject to availability.

Walk-in interview will be held on 03.08.2025 (Sunday) from 11.00 AM till 01.00 PM at Administrative Building of IIT Patna, Bihta, Patna. Reporting time is 10.00 AM

Interested candidates may attend the interview with duly filled prescribed Performa of application (Annexure I and II) annexed with self - attested copies of their educational certificates from class X onwards, experience certificate and other relevant documents. They must bring original copy of mark-sheet and certificate from class X onwards upto the final education they received till date. They must also bring the Retirement Order, Pension Payment Order (PPO)/Last Pay Certificate.

Candidates are advised to satisfy themselves about meeting the eligibility criteria before appearing for the interview. This Institute shall not be responsible, if any candidate is not allowed to participate in the process due to non-fulfillment of eligibility criteria.

Sd/-
Registrar

Brief on duties and responsibilities of Audit and Accounts Officer at the Institute.

- To examine the present Auditing/Accounting practices & procedures are followed in the Institute and suggest the suitable changes in the existing method/ practices being followed in accordance with accounting standards applicable to the autonomous body of the Government;
- Pre Audit of all payment voucher/bills as per terms and conditions of the Tenders, Work orders;
- Audit of tally accounting entries of the physical vouchers;
- Auditing of RA bills/final bills;
- Compliance of Audit observations/ memo's and draft reports of C&AG as well as compliance of CA audit;
- To ensure, check and verify all statutory registers required to be maintained by the Institute as per GFR 2017;
- To assist in conducting periodical physical verification of the fixed assets of the Institute including dead stocks;
- Auditing of all income Tax TDS returns i.e. monthly, quarterly and annually returns as assigned by contractual ;
- Examine and provide details for compliance of GST returns and post Audit of GST payments and ITC etc.;
- Internal Audit of books of Accounts of IIT PATNA.
- Compliance of the Institutes of Technology Act, Income Tax Act, GST Act and other relevant Acts applicable on Autonomous Bodies of the Central Government;
- Office working hours are Monday-Friday, 09:30 a.m. – 05:30 p.m.
- Any other work entrusted by the Institute Authority from time to time.

Application Form for the Walk-In- Interview of Audit Officer and Accounts Officer on Contract Basis at IIT Patna

(To be submitted in person on the day of interview)

1	Advertisement date	
2	Name	
3	Father's name	
4	Permanent address with Pin code	
5	Correspondence address with Pin code	
6	Date of Birth	
7	Age on closing date (As on date of walk in Interview)	
8	Last qualification acquired	
9	Name of Department retired from (if applicable)	
10	Whether Central / State / PSU retired	
11	Last Post held From to Pay Level	
12	Date of initial appointment	
13	Date of Retirement	
14	No. of years of experience	
15	Mobile No	
16	E-mail address	
17	Any other information	

CHECK LIST OF DOCUMENTS DULY SELF ATTESTED

1	Matriculation Mark sheet/Certificate for Date of Birth	
2	U.G. / P.G. Degree (As applicable)	
3	Any other Certificate from respective Council/ Board	
4	Experience Certificate	
5	Retirement Order	
6	Pension Payment Order (PPO)/Last Pay Certificate	

Place: -

Signature of the Candidate

Date:-

(Please use additional sheet if necessary)

Terms and conditions governing the appointment of Audit and Accounts Officer

1. The appointment can be terminated at any time (on either side) by giving one month's notice, without assigning any reason.
2. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servants, appointed on regular basis.
3. The appointee will not be granted any claim or right for regular appointment to any post under IIT Patna.
4. Only consolidated salary will be admissible. No Dearness Allowance and other allowances as are admissible to the Govt. servants shall be admissible.
5. The appointment to the said post will be subject to physical fitness from the competent medical board for which he/she will be sent to the designated medical Authority after his / her joining and in case he/she is found medically unfit, he / she will be discharged from the said appointment forthwith
6. The appointee is not entitled to any TA for attending the interview or joining IIT Patna after selection.
7. If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material, information, he/she will be liable to removal from Contract and also such other action as the IIT Patna administration may deem necessary.

I _____, am willing to accept the contract appointment on above terms and conditions. I will immediately convey the acceptance within 03 days from date of receipt of letter of appointment and report for duty within 05 days from date of acceptance to the Registrar, IIT Patna, failing which it will be presumed that I am not interested in the appointment offered and the same will be treated as cancelled.

Date:-.....

Signature:-.....

Mobile No:-.....

Name:-.....

Address:-.....