



## TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai - 400 088

(Declared as a Deemed to be University under Section 3 of the UGC Act 1956,  
a grant-in-aid Institute under Ministry of Education, Government of India)

No. ADVT/TISS/ADMIN/C-IA/SEPT./2024

30 September, 2024

**Applications are invited for the post of CONSULTANT – INTERNAL AUDITOR on Contractual basis.**

The Tata Institute of Social Sciences ([www.tiss.edu](http://www.tiss.edu)), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Ministry of Education (MoE), Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 47 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 32 Bachelor of Vocational degree programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

***The Institute invites application from the interested candidates to apply for the post, to be filled on contract basis for a period of One year for the post of CONSULTANT – INTERNAL AUDITOR (contract) initially and extendable based on performance of candidate and requirement by the Institute.***

Sr. No	Name of the Post	Educational Qualification / Experience / Age limit / Remuneration	Desirable Qualification
1	Consultant – Internal Audit (01 - Post)	<b>Educational Qualification / Experience:-</b> Bachelor's Degree from a recognized University/Institution plus 10 years of work experience on GoI Rules to handle Personnel, Finance matters, Inventory Management, Purchase of Goods & Services etc. <b>Age:-</b> Upto 62 years (Only Retired Government Employees are allowed to apply). <b>Remuneration:-</b> As per Government rules (Last drawn Basic Pay less Pension).	The candidate should have experience of atleast in the rank equivalent to Pay level 10 and above.

P.T.O.

## **Job Specifications:**

### **(1) Consultant – Internal Audit :**

- i. Scrutinize 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.
- ii. Assist P&A Section in preparation and scrutinizing and vetting the documents for disciplinary/administrative proceedings as per extant Rules/Provisions etc of Gol.
- iii. Scrutinize 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.
- iv. Scrutinize and guide about Gol Rules for LTC, maternity/paternity leave benefits, other leave entitlements, allowances etc.
- v. Scrutinize and guide on purchase of Goods and Services for the Institute as per GFR-2017 and other Rules in vogue.
- vi. 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.
- vii. 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.
- viii. Scrutinize and checking vouchers and certification of receipt of goods, Log Books for use of vehicles, inventory of publications etc.
- ix. To scrutinize 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.
- x. Will help in audit of proposals of the Institute and attend to the Statutory Auditors i.e. CAG Audit etc.
- xi. Liaising with the C&AG office to close the audit paras.
- xii. Scrutinizing the monthly budget of Dining Hall.
- xiii. Any other works, as required from time to time at the Institute, given by Institute's Authorities.

### **Other Conditions:**

1. The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/Online), who may not have applied for the vacancy as per the above procedure.
2. Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.

3. The post is unreserved, but candidates belonging to the reserved category are encouraged to apply.
4. No queries or correspondence regarding the 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.
5. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
  - a) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
  - b) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.
  - c) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

**Application Fees:**

The application fee of Rs. 500/- each be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid, shall not be refunded under any circumstances.

**Last date of receipt of online application: 13<sup>th</sup> October, 2024.**

**Application Process:**

1. Candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at [www.tiss.edu](http://www.tiss.edu).
2. **Candidate must provide their Gmail ID in Online Application Form.**
3. Candidates are requested to take a print of the acknowledgement of the online application and keep it for future reference.
4. **Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.**

**Verification of documents:**

The shortlisted candidates are required to send scanned copies of their coloured passport size photograph, self-attested photocopies of relevant certificates in support of the essential qualification & experience. Original certificates will be verified only for the selected candidate at the time of appointment.

**Note:** The selected candidate would be required to join within 15 days of selection.

**Sd/-  
Officiating Registrar**

\*\*\*\*\*