

**FOR AIU WEBSITE AND UNIVERSITY NEWS**

ASSOCIATION OF INDIAN UNIVERSITIES  
AIU HOUSE, 16, COMRADE INDRAJIT GUPTA MARG,  
NEW DELHI – 110 002

No. AIU/Admn/US(Audit)Advt.2022

Dated: 20/04/2022

**Vacancy Notification**

The Association of Indian Universities (AIU), an apex Inter-University Organisation, invites applications from the eligible candidates for appointment on direct recruitment/deputation basis for the post of Under Secretary (Audit) and for the position of Consultant (Admn & Finance) on contractual basis for a period of 6 months as mentioned below. Duly completed application should reach AIU within 21 days from the date of publication of advertisement in the Employment News.

Sl. No.	Name of the post	Pay Level of the post as per 7 <sup>th</sup> CPC	No. of post
1.	Under Secretary (Audit)	Level 11	1
2.	Consultant (Admn & Finance)	Consolidated remuneration of Rs. 50,000/-p.m. for retired US level Rs. 60,000/- p.m. for retired DS level	1

The details of educational qualifications and other requirements for the post are as under:

**I. Under Secretary (Audit) One post Pay Level 11.**

**Essential:**

**1. Educational:**

Chartered Accountant

**or**

Master's degree with Commerce/Business Administration (Finance) or comparable equivalent degree in relevant area with atleast 55% of the marks or its equivalent.

**2. Experience:**

a) CA with 3 years of practice/corporate experience

**or**

Officers holding analogous posts on regular basis or with 6 years regular service in the field of audit/finance in Central/State Government, Universities and other autonomous organizations at the level PB-2 (Rs.9300-34800 with GP 4600/4800 (Pay Level 7/8)

b) Knowledge of Government financial rules and regulations, PFMS model, pre and post audit of payment sanction etc.

**Desirable:**

a) A pass in the SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government.

b) Knowledge of service matters including superannuation benefits, audit policies of Government, review of audit paras and concordance compliance/course correction.

c) Proficiency in working on computer applications.

**3. Age Limit for direct recruitment:** 40 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/Higher Education Institutions of the Government of India)

**4. Job Description:**

Audit of payments, receipts, grant-in-aid, statutory compliances of TDS, Professional Tax, Contractor Tax, GST, GST TDS and salary disbursement as per Central Government rules and regulations.

**II. Consultant (Admn & Finance) purely on contractual basis for a period of 6 months on a consolidated salary of Rs.60,000/Rs.50,000 per month for retired DS/US level respectively – one post.**

**Essential:**

Candidates retired from Govt. sector at the level of Deputy Secretary/Under Secretary of equivalent level having relevant work experience in the field of Administration/Finance in Government Departments/Autonomous Bodies/Universities.

**Age Limit: Between 61 to 65 years.**

**General instructions and guidelines:**

1. Employment of the Association shall be governed by the Rules and Regulations, Bye-Laws and service conditions, as may be notified by the Association from time to time;
2. Applicants, who have applied for the post of Under Secretary (Audit) in response to our advertisement in the Employment News dated 6-12<sup>th</sup> November, 2021 need not apply again.
3. The crucial date for determining the age limit shall be the closing date for receipt of applications;
4. Mere fulfillment of eligibility criteria shall not necessarily entitle an applicant to be called for interview. The Association reserves the right to relax any of conditions and shortlist the applicants in a manner as it may specify;
5. No person shall be appointed to the post unless he/she produces documentary evidence to substantiate his/her qualifications and antecedents as prescribed for the post;
6. Appointment through direct recruitment shall initially be on a probation for a period of two years from the date of appointment, which may be extended by another one year by the competent authority for reasons to be recorded in writing; provided that in the case of a person, who prior to his/her appointment had served in a Central/State Government/University/Other Institutions of Higher Education for more than five years in a similar capacity satisfactorily, the appointing authority may reduce the period of probation by not more than one year;
7. Where a person during his period of probation is found unsuitable for holding the post or does not complete the period of probation satisfactorily, the appointing authority may:  
In case of a person appointed by direct recruitment, terminate his/her services without notice; or extend his/her period of probation by not more than one year beyond which no extension of probation shall be permissible.
8. Applicants who are already employed in Government Departments/Autonomous Bodies/Institutions of Higher Education shall apply through proper channel and submit No-objection Certificate and Vigilance Clearance from their employer at the time of interview;

9. Cases which are not covered in the above guidelines would be determined by the Governing Council;
10. Applications received shall be screened for shortlisting by a Committee constituted by the Appointing Authority;
11. The maximum number of candidates to be called for interview for a post shall not ordinarily exceed five for one post.
12. No TA/DA shall be payable to applicant for any journey performed for attending the test/interview.
13. The post shall carry allowances as per the AIU Rules.
14. The Association reserves the right of not filling any advertised post(s) without assigning any reason.
15. Canvassing in any form or on behalf of a candidate shall lead to disqualification of the candidate.
16. Prescribed application form can be downloaded from the AIU website: <http://www.aiu.ac.in>
17. Applications on prescribed form complete in all respect along with application fees through Demand Draft of Rs.1000/- for General Category and Rs.500/- for SC/ST/OBC/PwD candidates favouring Association of Indian Universities, payable at New Delhi should reach to the Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi 110002 by 5 p.m. within 21 days from the date of publication of advertisement in the Employment News by hand at the Reception Counter or send by post ensuring receipt of the application at AIU Office within the stipulated date and time.
18. The envelope containing application should be super-scribed as "Application for the post of **Under Secretary (Audit) /Consultant (Admn & Finance)**".
19. Disputes, if any, shall be subject to jurisdiction of Delhi Courts only.

SECRETARY GENERAL

