



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A University Established under Sec.3 of UGC Act, 1956
vide Notification No. F.9-4/99-U.3 dated 4/8/2000 of Govt. of India)
Deoghat Jhalwa, Allahabad – 211 012 (U.P.), India
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Web: www.iiita.ac.in; E-mail: contact@iiita.ac.in

F.No: IIIT-A/FA/596 /2014

Dated: June 20, 2014

Tender Notice

IIIT Allahabad needs services of a qualified Chartered Accountant to audit its account and prepare Quarterly Annual Account and Balance Sheet on proforma approved by Government. Interested Chartered Accountants may download the application form from website: www.iiita.ac.in submit their applications latest by July 10, 2014.

Advisor (Finance)

Application for the Post of Chartered Accountant

1. Name of the Applicant : _____
2. Postal Address : _____

3. Email Id : _____
4. Mob No. : _____
5. Academic Qualifications : _____
6. Professional Qualifications: _____
7. Particular of Registration with Chartered Accountant of India : _____

8. Work Experience of Auditing Accounts of educational Institutes of Higher Education and preparing Balance Sheet of atleast of three educational Institutions of higher education/Engineering wing:
 - (1) a-Name of the institution : _____
b- Address : _____
c- Year of work Experience : _____
d-Experience certificate : _____

 - (2) _____
 - (3) _____
9. Whether the applicant has experience of preparing Balance Sheet of Institution of higher education on performa prescribed by government. If so, give names of 3 such Institutions.

10. Whether the applicant possesses experience Auditing Account of projects, If so, give particulars.

11. Amount of fees expected _____
12. Whether applicant is willing to negotiate fees expected _____
13. Any other information that the applicant may like to furnish to add to his candidature : _____

Signature of the Applicant

Name of the Applicant



Terms and conditions:-

- 1- The applicant must be registered with Institute of Chartered Accountant of India .
- 2- The applicant must have experience of Auditing Accounts and preparing Balance Sheet and knowledge of Accountancy software & MIS System mandatory.
- 3- The candidate must have 10 years experience of auditing account preparing Balance Sheet of Institute out of which, he must have 5 years experience of Auditing Account of Higher Education such as University and Engineering College.
- 4- Work Experience and Certification of atleast three Institutions of Higher Education must be provided.
- 5- Applicant must be efficient and ready for electronically presenting and explaining state of affairs of accounts to Governing Bodies of the Institute.
- 6- The applicant should be efficient in preparing suitable reply to the audit observations on the account on the Balance Sheet prepared by him.
- 7- The applicant must have experience of auditing and certifying project accounts.
- 8- The applicant will have to provide a team of efficient of assistants who could periodically check, Cash books, and compile it ,to prepare Ledgers, Bank records, compilation of account and all other aspects of Account Keeping to ensure timely completion and verification to help prepare Annual Account, and Balance Sheet timely.(both half yearly as well as annual Balance Sheet)
- 9- The applicant must be wiling and ready to attend address meeting of governing bodies of the Institute organized at place other than Allahabad.(for which separate TA/DA shall be paid)



- 10- If selected, the applicant will have to execute an agreement with the Institute for auditing accounts of the Institute and preparing Balance Sheet.
- 11- Selection and appointment shall initially be for a period of two years which may be extended on mutually agreeable terms.
- 12- Applicants are free to communicate an additional qualifications/ experience , in support of their candidature.

