



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

F.No.-5-6/2020-Admn/1121

22/08/2023

Notification No. 31/HR/2023-24

The Central University of Gujarat invites applications from candidates (including retired officials of Govt. Organizations) having qualifications and experience as mentioned below to engage as Consultant (Internal Auditor) on contract basis as per the following details:-

❖ **Name of Post:-** Consultant (Internal Auditor)

❖ **No of Post:-** 01 (One)

❖ **Minimum Qualification / Experience:-**

- i. Bachelor's degree in any discipline from a recognized university with at least 55% marks in qualifying degree with 05 years relevant experience.
- ii. The relevant experience mentioned above preferably be in an educational institution involving auditing and accounting of establishment matters, store & purchase, big construction, research projects etc.
- iii. Should have passed the Subordinate Audit/Account Services (SAS) conducted for the post of Assistant Audit/Accounts Officer

❖ **Desirable:-**

- i. Sound knowledge of applicable statutory compliances related to the Education Institutions in connection with auditing techniques, internal auditing standards issued by the Institute of Internal Auditors (IIA) and Institute of Chartered Accountants of India (ICAI).
- ii. Certifications like Certified Internal Auditor (CIA), CISA would be an added advantage. Good working knowledge of computer applications and accounting software.
- iii. Candidates who are Members of „The Institute of Chartered Accountants of India / Institute of Cost & Works Accountants of India“ or having adequate experience in Internal Audit in educational Institution like: – IIM, IIT, CU, NIT etc. will be preferred.

❖ **Age Limit:-** Not exceeding 62 years



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Sector-29, Gandhinagar,

Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website:

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❖ **Remuneration:-**

The remuneration as per the Ministry of Finance's OM No. 3-25/2020-E.IIIA dated 9th December, 2020 will be as follows:-

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

Example – An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs.1,55,900. Thus the basic pension will be Rs. 77,950. If the employee is appointed on contract basis, including as Consultant, the remuneration shall be fixed at Rs. 77,950 (1,55,900-77950).

The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of refinement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the committed portion shall be Rs. 31,180 (40% of 77,950) and the pension actually drawn shall be Rs.46,770. However, the amount of pension to be deducted from the last salary shall be Rs.77,950.

No Increment and Dearness Allowance shall be allowed during the term of the contract.

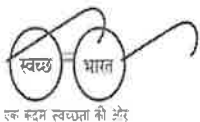
❖ **Allowance:-**

House Rent Allowance

No HRA shall be admissible

Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall be remaining unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.



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❖ **Schedule for engagement:-**

- i. The terms of appointment shall ordinarily be for an initial period not exceeding one year which is extendable subject to requirement & satisfactory work performance. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.
- ii. The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

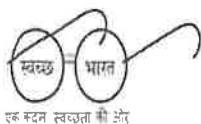
❖ **Leave of absence:-**

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

Incidental Leave of 18 days per annum (@ 1.5 days per completed month of service) shall be admissible to the consultant. No other kind of leave shall be admissible. Accumulation of leave beyond the calendar year shall not be allowed. On termination/ completion of the contract, the consultant shall not be entitled to the benefit of encashment of the un-availed leave.

❖ **General Instructions:-**

- 1) The consolidated remuneration shall be payable, subject to periodical completion of work certified by the Controlling Officer. They will not be eligible for any other allowance or facility in addition to the consolidated pay. They will, however, continue to draw their pension and relief on pension as per their entitlement.
- 2) Working hours shall nominally be from 09:30 AM to 06.00 PM during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/ Sundays and other holidays.
- 3) They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Department. All such documents will be property of the University.
- 4) They will not utilize or publish or disclose or part with, to a third party any part of the data or statistics or proceedings or information collected for purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Department.



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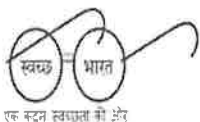
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- 5) The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
- 6) They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department. If required, they will cooperate fully with any legitimately provided/ constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/ nay other matter relate with discharge of contractual obligations by the consultant.
- 7) The consultants appointed by the University shall in no case represent or give opinion or advice to others in any mater which is adverse to the interest of the University nor will they indulge in any activity outside the terms of the contractual assignment.
- 8) They will complete the assigned task within the stipulated period as per the requirement of their controlling officers. They will not take up any assignment or contract which conflicts with the interest of the University during the contract period.
- 9) They shall be bounded to hand-over the entire set of records of assignment to the University before the expiry of the contract and before the final payment is released by the University.
- 10) The engagement as Consultant can be terminated by the Department at any time without assigning any reason thereof by giving them 15 days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.
- 11) Candidates should read carefully the requisite minimum essential qualifications, age and experience criteria etc. laid down in the advertisement before applying for the post. Since applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
- 12) Application once submitted cannot be altered/resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
- 13) In case of retired officials of Govt. organization, the remuneration shall be fixed either as per the formula of last pay drawn minus pension OR as mentioned in the advertisement, whichever is less. Mandatory deduction, if any, will be made. There will



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be no annual increment/percentage increase during the contract period.

- 14) Please note that this is purely a temporary arrangement and appearance in the selection process and selection, thereafter, will not entitle the candidate for any claim whatsoever or permanency on the regular establishment of CUG, Gandhinagar.
- 15) The candidate must be a citizen of India.
- 16) Candidates shall have to produce original documents at the time of appearing in the selection process. In the absence of the same, the candidature will not be considered.
- 17) No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of selection process.
- 18) The qualification prescribed should have been obtained from recognized Universities/Institutions.
- 19) Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED". If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be canceled/terminated on that ground.
- 20) Experience/ essential qualification and age will be reckoned on the last date for submission of the online application form.
- 21) No TA/DA will be paid to the candidates for attending the Selection process.
- 22) Candidate should keep their email id provided in the application form active. Institute will not be responsible for non-receipt / delay in receipt of any communication due to deactivation of email id given or due to change in address etc.
- 23) If there is any corrigendum/addendum, it shall only be published on the University Website only.
- 24) The services of the consultant shall be terminated, at any point of time, if
 - a) the services rendered by him/her are not satisfactory, or
 - b) Any declaration or information furnished by him/her proves to be false or having been willfully suppressed, or
 - c) There is any breach of any of the terms and conditions of contractual engagement or he/she is found to be involved in any act of indiscipline or misconduct or
 - d) He/she is found to be involved in any act that proves unbecoming of him/her; or



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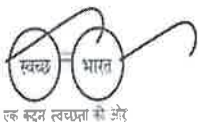
e) There is inadequacy of funds from which remuneration is paid. Before terminating the services of the consultant due to any of the reasons mentioned at S. No. (i) to (v), the employee will be given an opportunity to explain himself/ herself.

❖ **How to Apply:** Eligible candidate may apply in prescribed format as per Annexure-I along with relevant certificate and submit through online on “registrar@cug.ac.in” on or before **06/09/2023 at 05:30 pm.**

Registrar (Offg.)

Copy to (by email):

1. VC Secretariat, CUG
2. ICT Chairperson - **With a request to upload this Notification on the University website.**



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