

THE GANDHIGRAM RURAL INSTITUTE

(Deemed to be University)

GANDHIGRAM - 624 302, DINDIGUL DISTRICT, TAMIL NADU

Ministry of Education (Shiksha Mantralaya), Govt. of India

Accredited by NAAC with 'A++' Grade (4th Cycle)

All communications should be addressed to the Registrar by designation and not by name



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Engaging of Internal Audit Consultant / Internal Audit Officer
on short term contract basis- to GRI (DTBU), Gandhigram

Applications are invited from retired Audit Officers from office of the CAG / Accounts Officers from Central Government Institutions to work as Internal Audit Consultant at The Gandhigram Rural Institute (Deemed to be University), Gandhigram on short term contract basis initially for a period of six months.

Eligibility:	1.Retired Audit/Accounts officers from office of the CAG, Central Government, Central autonomous Institutes who have retired in Pay Level 10 and above who are having experience in accounts, audit matters and income tax etc. 2.Proficiency in usage of computerized office environment like Ms Office/ Ms Excel, Tally.
Age Limit	Not exceeding 63 years as on the date of application.
Remuneration	A consolidated pay of Rs.50,000/- per month

Scope of Work:

- 1) Internal Audit Consultant shall report to the Finance Officer, GRI, Gandhigram for performing the internal audit function as set out by the GRI Finance and Accounting manual.
- 2) The duties and responsibilities inter alia include:
 - a. Pre audit of all payment vouchers in compliance with laid down procedures and rules.
 - b. Pre audit check of all procurements, establishment matters, works, academic matters, personal claims etc. for compliance to laid down procedures and rules.
 - c. Verification of Compliance to TDS, GST and its proper remittance, verification of closing of accounts.
 - d. BRS, R&P, I&E, Balancesheet on monthly or yearly basis.
 - e. Compliance to others standard operation procedures laid down by the Institute with respect to payments, receipts, advances, loans etc.
 - f. Coordinate with the statutory audit every year and compliance of audit observation with the help of concerned department/centers.
 - g. All other matters involving financial implications.
 - h. Knowledge of Tally is desirable.

1. General conditions

- a) The consultant shall abide with contract agreement, general conduct rules and information security act and other restrictions applicable to Govt. employees.
 - b) During the period of consultancy, he/she shall not be engaged in any private business or professional activity which could be in conflict with the interest of the Government. The consultant will observe the office timings, holidays of The Gandhigram Rural Institute (Deemed to be University), Gandhigram.
 - c) Initially the appointment will be for a period of six months and may be extended by the authority based on satisfactory performance.
 - d) It may be noted that the engagement of Contractual staff will be of a temporary nature and the engagement can be cancelled at any time by The Gandhigram Rural Institute (Deemed to be University), Gandhigram, by giving a month's notice either side without assigning any reason.
 - e) Headquarters of the consultant shall be The Gandhigram Rural Institute (Deemed to be University), Gandhigram and in case he/she is required to perform journey/tour in connection with official duties, his/her TA/DA entitlement shall be as applicable to him/her at the time of his/her retirement.
 - f) The consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility and Medical Reimbursement.
 - g) 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.
 - h) The consultant will have to undertake not to disclose, divulge or make public, except under legal obligations, any information that he may acquire in course of his/her work without the written consent of The Gandhigram Rural Institute (Deemed to be University), Gandhigram.
 - i) The consultant shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards.
 - j) The consultant shall abide by the rules and provisions contained in Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his/her conduct during the period of his/her engagement in The Gandhigram Rural Institute (Deemed to be University), Gandhigram.
 - k) The consultant should maintain confidentiality/absolute secrecy of the work carried out by him/her. He/She shall be bound to hand over all the records/accounts handled by him/her to the designated person of The Gandhigram Rural Institute (Deemed to be University), Gandhigram before the expiry of the contract period and before final payment is released by The Gandhigram Rural Institute (Deemed to be University), Gandhigram.
1. The Services of the consultant shall be terminated, at any point of time, if
- i. The services rendered by him/her are not satisfactory, or
 - ii. Any declaration or information furnished by him/her proves to be false or having been willfully suppressed, or

- iii. 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
 - iv. He/she is found to be involved in any act that proves unbecoming of him/her.
- 1) Notwithstanding what is provided above, the services of a consultant may be terminated by either side by giving a month's notice or a month's salary in lieu of the notice period. If the notice is for a period less than a month, salary in lieu of the notice period will be paid to the extent the notice falls short of a month. The decision of The Gandhigram Rural Institute (Deemed to be University), Gandhigram in this regard shall be final and binding on the contractual staff.
2. Application has to be submitted in the prescribed proforma which can also be downloaded from website: www.ruraluniv.ac.in.
3. Application along with copy of all relevant documents viz. copy of PPO, Retirement order, Certificate/Degree, Proof of date of birth, identification proof such as Aadhar Card or PAN Card may be submitted to recruitment@ruraluniv.ac.in on or before 15 January 2026.
4. No TA/DA is payable for attending the interview.
1. Place of Interview:
Indhira Gandhi Block,
The Gandhigram Rural Institute (DTBU),
Gandhigram, Dindigul -624302.
Contact No: 0451-2452371-2452376-Extn.2019,
Email: recruitment@ruraluniv.ac.in
Website: www.ruraluniv.ac.in
2. The date and time will be intimated to shortlisted candidates by email.


REGISTRAR i/c 31/1/25