



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

Office of the Registrar
Recruitment, EC & Legal Cell
Date: November 21, 2023

No. UH/Rectt./Consultants/2023/909

REQUIREMENT OF CONSULTANTS

Applications are invited in the prescribed proforma (enclosed) from qualified and experienced candidates for rendering services as **Consultant (2 positions) in the Internal Audit Office of the University** on payment of consolidated fee as per particulars furnished below:

Essential Qualifications and Experience	Brief Job description
<p>For 1st Position:</p> <p>Retired officers of the Indian Audit and Accounts Department having qualified in SAS/SO Grade (Civil) or (Commercial) and possessing Bachelor's Degree.</p>	<p>Audit of accounts of Schools / Departments / Centres, pre-check of purchase proposals, scrutiny of works, estimates, agreements, final bills, MOUs, MOAs, pay fixations, pension & other terminal benefits etc.</p>
<p>For 2nd Position:</p> <p>M.Com / CA (Final) / ICWA (Final) / CA / ICWA Experience: Thorough understanding of double entry system of accounting and having preferably minimum 3 years of experience in Govt. Accounting (PSU / Central Universities etc.) The candidate should have thorough experience in operating Tally Accounting Software, Microsoft Office & Excel etc.</p>	<p>Audit of Accounting Transaction, Checking of Accounting System including Grants Accounting, Checking of GST issues. Checking of contract bills, checking of Civil Work bills, etc.,</p>

- Consultancy Fee:**
 - Consultant Position-I: Rs.40,000/- (forty thousand only) per month**
 - Consultant Position-II: Rs.25,000/- (twenty-five thousand only) per month**
- The prospective candidates should not be over and above the age of 65 years. Retired officials from Government and PSE/Autonomous Bodies are also eligible to apply, provided they have not attained the age of 65 years.
- The advertised Consultant positions are tentative, this may change at the time of final selection and the University of Hyderabad reserves the right not to fill up the post, if it so desires.
- Filled in applications in the prescribed format (attached herewith), along with self-attested copies of documents in support of educational and professional qualifications, experience etc. must be sent to **the Assistant Registrar, Recruitment Cell, Room No: 221 (1st floor), Administration Building, University of Hyderabad, Hyderabad – 500 046 by 11/12/2023**. A scanned copy of the filled-in application along with the self-attested enclosures may also be sent by email to hr@uohyd.ac.in

Place: Hyderabad
Date: 21/11/2023


JOINT REGISTRAR



UNIVERSITY OF HYDERABAD
APPLICATION FOR THE POST OF CONSULTANT

1. Name of the Candidate: _____

2. Date of Birth: _____; Age: _____; Gender: _____

3. Category: SC/ST/OBC/PwBD: YES /NO
(if yes please mention category and enclose relevant caste certificate)

Affix a recent
and signed
Passport size
photograph

4. Educational Qualifications (Matriculation onwards) (including technical)

Year	Qualifications	Subjects	Board / Institute / University	% marks / Grade

5. Details of employment in the chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department / Institution / Organization	Post held	From	To	Emoluments	Nature of duties performed

6. Name & Address of the applicant for correspondence:

Permanent Address	Mailing Address
Mobile: Email Id.:	Mobile: Email Id.:

7. Details of previous Consultancy assignments, if any:

8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:

9. Details of enclosures (photocopy only) SUPPORTING THE QUALIFICATIONS AND WORKING EXPERIENCE, Last Pay Certificate/Pension Payment order.

i)

ii)

iii)

iv)

v)

Signature of Applicant

Place:

Date: