



Advertisement No. NFSU/NON-ACADEMIC(C)/11/2025

Dated: 18.12.2025

Contractual Appointment – Internal Audit Officer

Applications are invited for Contractual Appointment to the post of **Internal Audit Officer** from Retired Officials from Central/State Government employment with a minimum of 20 years of experience in Central/State Government/AG Office, including at least 10 years of service rendered in the cadre of Assistant Audit Officer / Audit Officer / Senior Audit Officer in the Audit/Accounts Department.

Desirable:

- Experience in Internal Audit, Financial Compliance, or Accounts Management in Government Institutions/Autonomous Bodies/Universities.
- Working knowledge of Government Financial Rules, GFR, PFMS, Internal Control Mechanisms, and Audit Procedures.

Number of Position – 01 Post

Tenure of Contractual Engagement - The engagement shall be purely on contractual basis for a period of **01 (one) year**, which may be extended further based on satisfactory performance and requirement of the University.

Brief Duties and Responsibilities of Internal Audit Officer are attached as **Annexure A**

Consolidated Remuneration will be commensurate with the qualifications and experience of the candidate.

Eligible candidates may submit their applications **online through the Samarth Recruitment Portal** of the University. The applicant must upload:

- Detailed CV/Bio-data
- Experience certificates
- Self-attested copies of relevant Documents and Certificates

The portal for online application will be opened from 18.12.2025 (IST 12:00 PM).

The last date for submission of the online application is 31.12.2025 (IST 11:59 PM).

Sd/-
Executive Registrar
NFSU, Gandhinagar

एन मुख्यालय .यु.एस.एफ. | NFSU Headquarters

Address: Sector-9, Gandhinagar, Gujarat-382007 **Ph:** 079-23977102/103, **Fax:** 079-23247465

Web: www.nfsu.ac.in



General Terms & Conditions of Recruitment:

1. Candidates must be citizens of India.
2. Only Online Applications through Samarth Portal will be accepted.
3. Call letters and other correspondence for attending the interview etc., will be sent to the eligible candidates by email only and will be displayed on the University website.
4. The date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission of the online application.
5. The experience required for the post(s) shall be reckoned only from the date of acquiring the essential qualification.
6. Candidates shall produce all original certificates relating to age, qualification, and experience at the time of interview.
7. Matriculation or Higher Secondary School Examination Certificate issued by the concerned board is considered as valid proof of age.
8. Failure to produce original documents for verification against the submitted photocopies will result in the candidate not being allowed to appear in the interview, and the candidature shall be treated as cancelled without further communication.
9. Applicants are advised to submit the documents related to their Change of Name (if applicable) (i.e., Marriage Certificate, Gazette for Name Change, Aadhaar Card).
10. Acceptance of documents submitted by the candidate shall remain provisional and subject to verification by the Competent Authority at any stage, including after joining. If any document is found to be false, fabricated, or incorrect at any time, the engagement shall be cancelled forthwith and action as per rules shall be initiated.
11. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of the appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates including appointment itself.
12. The selected candidate shall be governed by the University norms applicable to contractual employment, as amended from time to time.
13. The University reserves the right to restrict the candidates to be called for interview to a reasonable number based on qualifications and experience higher than the minimum prescribed as decided by duly constituted Scrutiny Committee(s) and approved by the competent authority.
14. No TA/DA shall be paid for attending the interview.
15. Selection will be on the basis of overall record and performance in the interview.
16. The prescribed qualifications are minimum and the mere fact that a candidate possesses the same does not create any right in his/her favor for being called for an interview.

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17. The engagement shall be purely on contractual basis and may be terminated by the University with Seven Days' notice. The appointee may resign by giving one month's notice or by paying one month's consolidated remuneration in lieu of notice.
18. In case of any dispute/ambiguity in the advertisement or in the selection process, the decision of the University shall be final.
19. In case of any dispute, the jurisdiction shall lie exclusively with the Courts at Gandhinagar, Gujarat.
20. The University reserves the right to modify, withdraw, or cancel the recruitment process at any stage without assigning any reason.
21. Canvassing in any form will lead to disqualification of the candidature.
22. Fulfilling the minimum eligibility criteria does not confer any right to be called for interview or to be selected. The decision of the University shall be final and binding.
23. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respects for appointment to the service. Persons dismissed by the Union Government or by a State Government or by Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
24. No person shall be recruited unless he/she is in good mental and physically fit and free from any physical defect that is likely to interfere with the efficient performance of his/her official duties except PwBD (Divyang Candidates).
25. Incomplete applications in any respect will not be considered and no correspondence will be made in this regard.
26. For any queries, applicants may contact:
Recruitment Cell, National Forensic Sciences University
E-mail: recruitment_hq@nfsu.ac.in
27. Click to apply: <https://nfsunt.samarth.edu.in>
28. Dates and Venue for the Interview shall be shared in due course.

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NFSU Campuses
NFSU International Campus
NFSU Academy

: Gandhinagar, Delhi, Goa, Agartala, Bhopal, Dharwad, Guwahati, Bhubaneswar, Raipur, Nagpur, Chennai, Jaipur
: Jinja (Uganda)
: Pune, Imphal



Annexure - A

Brief Duties and Responsibilities of Internal Audit Officer

- Examine the existing auditing and accounting practices/procedures followed in the University and recommend suitable improvements in line with applicable accounting standards for autonomous bodies of the Government.
- Conduct pre-audit of all payment vouchers/bills as per the terms and conditions of tenders and work orders.
- Audit Tally accounting entries with corresponding physical vouchers.
- Audit Running Account (RA) bills and final bills.
- Ensure compliance with audit observations/memos and draft reports issued by C&AG, and ensure compliance with CA audit requirements.
- Verify that all statutory registers required under GFR 2017 are properly maintained by the University.
- Assist in conducting periodic physical verification of fixed assets and dead stock of the University.
- Audit all Income Tax-related TDS returns, including monthly, quarterly, and annual returns, as assigned.
- Examine details required for filing GST returns and conduct post-audit of GST payments, Input Tax Credit (ITC), and related records.
- Conduct internal audit of the books of accounts of NFSU Headquarters and all its campuses.
- Ensure compliance with the NFSU Act, 2020; Income Tax Act; GST Act; and all other relevant laws applicable to Central Government autonomous bodies.
- Maintain office working hours from Monday to Friday, 10:00 a.m. to 06:00 p.m.
- Perform any other duties entrusted by the University authorities from time to time.

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