

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES, KOLKATA

ASSIGNMENT OF AUDIT FIRMS FOR INTERNAL AUDIT

Walk-in-Interview

Applications are invited from eligible Indian Audit firms for Internal Audit of Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS), Kolkata, commencing from the Financial Year 2024-25 for a period of 3 years of this Institute purely on Contract Basis through Walk-in-Interview. The Applicants should carefully read Advertisement with reference to the Eligibility Criteria including Professional Experiences opted for the assignment. The details of are as hereunder:

Sl.No	Name of the Assignment.	Professional Experiences and Eligibility Conditions.
1	ASSIGNMENT OF AUDIT FIRMS FOR INTERNAL AUDIT. Number of Vacancy – 01	<p>The task commensurate with:</p> <ul style="list-style-type: none">➤ The Internal Audit of entire Finance and Accounts of Financial Year 2024-25 onwards for 3 financial years.➤ This entails responsibilities of Internal Audit and filing up Returns to the Proper Authority in time bound manner.➤ Advise the Institute in the matter of conducting Audit and replying objections, if raised.➤ Advise the Director in the matter of compliances as enshrined in the Law of the Land only.➤ Any other job relating to Finance & Accounts only, as may be assigned by the Director. <p>Eligibility Conditions:</p> <ol style="list-style-type: none">1) The firm should be duly registered as per rules and should have enough credentials from Approved Authority in this field.2) The firm must be empaneled with CAG.3) Audit fees / Professional charges are negotiable subject to the terms & conditions of Government of India.

		4) The firm should have at least 05 (five) years experience in dealing with institutional accounts under Government of India.
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Information to the Applicant firms:

- 1 Two sets of filled in applications completed in all respects with copies of self-attested certificates and other documents to be submitted at the time of interview.
- 2 Selection Committee's decision on the selection of firms are final.
- 3 The Institute reserves the right to reject any application/s without assigning any reasons whatsoever.
- 4 The date of Walk in Interview will be intimated to the eligible firm/s in due course of time.
- 5 Canvassing and/or to influence the authority in any form will disqualify the assignment.
- 6 The Institute does not undertake any responsibility for sending or replying to the firm/s not selected, however important and relevant information will be displayed on the website www.makaias.gov.in
- 7 The Institute reserves the right for any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving any notice.
- 8 Applications with copies of all relevant documents may be sent within 15 days from the date of uploading the advertisement in the Institute's website to The Director, Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS), Block-IB, Plot.166, Sector-III, Salt Lake, Kolkata-700 106 or by email makaias.directoroffice@gmail.com

**Director
Maulana Abul Kalam Azad
Institute of Asian Studies (MAKAIAS)
Kolkata**