

S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

Block JD, Sector III, Salt Lake, Kolkata 700 106

Website: www.bose.res.in

ADVERTISEMENT

SNB/60.4/17-18/009

6th October, 2017

The S. N. Bose National Centre for Basic Sciences, an autonomous organization under the Department of Science and Technology, Government of India, invites application from Audit Firms for working in the Centre as **Internal Auditors** to undertake the following jobs:

1. Pre-audit of Centre's high value purchase/ procurement of scientific equipment/ computers from foreign vendors as per rules/ procedures as narrated in the General Financial Rules (GFR) and the Centre's guidelines/ purchase procedure.
2. Pre-audit of local purchase.
3. Pre-audit of payments made against retirement benefits/ contractor's bills/ architect's bills etc.
4. Routine checking of cash transactions/ imprest accounts/ cash collections/ consumption of fuel etc.
5. Clarification/ implication of Central Government Rules regarding payment to employees/ contractors/ suppliers
6. Pre-audit all bills having value more than Rs.50,000/-.
7. Pre-audit of payments to employees, fixation of pay, retirement benefits.
8. Vetting of all tender documents.
9. Physical verification of cash at different locations.
10. Concurrent checking of payments and receipts with the cash book entries.
11. Verification work-in-progress (both Civil and Electrical Works)
12. Checking of Projects Accounts funded by different funding agencies.
13. Checking of Tax deducted at sources (Income Tax , GST etc.) .
14. Scrutiny of Investment Register.
15. Checking of Advance Register (Vendor and Employee).
16. Quarterly Physical Verification stores in association with the management at every three month
17. Reconciliation between Ledgers and Sub-ledgers.
18. To examine the comments of the Statutory Auditors / Principal Director of Audit on the accounts of the previous years and suggest suitable action to set right the position.
19. Any other job as assigned by the Competent Authority.

At least one qualified CA/ ICWA having specialized knowledge in General Financial Rules (2017) and an Audit Assistant should be posted in the Centre on all working days of the Centre. To coordinate the Internal Auditing activities a senior partner of the firm would visit at least twice a week.

Interested Audit Firms may apply to the **Registrar, S. N. Bose National Centre for Basic Sciences, Block JD, Sector III, Salt Lake, Kolkata 700106** with the following information and documents: a) Qualifications and experiences of the person to be deputed in the Centre to carry out the assignment; b) Expected Internal Audit fee (including GST etc.) per month; c) List of Government organizations/ autonomous research institutes where similar nature of audits were undertaken, d) Valid certificate of CAG empanelment. The application should reach the Centre within 21 days from the date of publication of the advertisement. The envelope should be superscribed with the words “Application for Internal Auditor”.

Incomplete applications will be rejected.

REGISTRAR

Abridged version of the above advertisement published in the following newspapers on 6th October, 2017 (Friday) :

- 1. Times of India (Kolkata)**
- 2. Anandabazar Patrika**
- 3. Sanmarg (Hindi)**

