

ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16, COMRADE INDRAJIT GUPTA MARG,
NEW DELHI – 110 002

No. AIU/Admn/US(Audit)Advt.2021

Dated: 27 10.2021

Vacancy Notification

The Association of Indian Universities (AIU), an apex Inter-University Organisation, invites applications from eligible candidates for one (UR) post of **Under Secretary (Audit)** in the Pay Level 11 (Pre-revised PB-3 15600-39100+GP6600) on deputation basis for a period of 5 years, or till attaining the age of 60 years whichever is earlier. Duly completed application should reach AIU within 30 days from the date of publication of advertisement in the Employment News. The details of educational qualifications and other requirements for the post are as under:

Essential:

- (i) Master's degree with Commerce/Economics or Business Administration (Finance) or comparable equivalent degree in relevant area with atleast 55% of the marks or its equivalent.
- (ii) Officers holding analogous posts on regular basis or with 6 years regular service in the field of audit/finance in Central/State Government, Universities and other autonomous organizations at the level PB-2 (Rs.9300-34800 with GP 4600/4800 (Pay Level 7/8) or atleast 5 years experience in PB-3 (Rs.15600-39100 with GP 5400 (Pay Level 10).
- (iii) Knowledge of Government financial rules and regulations. PFMS model, pre and post audit of payment sanction, service matters etc.

Desirable:

- (i) A pass in the SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government.
- (ii) Knowledge of service matters including superannuation benefits, audit policies of Government, review of audit paras and concordance compliance/course correction.
- (iii) Proficiency in working on computer applications.

Note:

- (i) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department shall ordinarily not exceed five years.
- (ii) The maximum age limit for appointment by deputation shall be 'Not exceed 56 years' as on the last date of receipt of applications.

General instructions and guidelines:

1. Employment of the Association shall be governed by the Rules and Regulations, Bye-Laws and service conditions, as may be notified by the Association from time to time;
2. The crucial date for determining the age limit shall be the closing date for receipt of applications;
3. Mere fulfillment of eligibility criteria shall not necessarily entitle an applicant to be called for interview. The Association reserves the right to relax any of conditions and shortlist the applicants in a manner as it may specify;

4. No person shall be appointed to the post unless he/she produces documentary evidence to substantiate his/her qualifications and antecedents as prescribed for the post;
5. Applicants shall apply through proper channel and submit No-objection Certificate, APARs for the last 5 years and Vigilance Clearance from their employer at the time of interview;
6. Selection of candidate shall be through interview.
7. Applications received shall be screened for short listing by a Committee constituted by the Appointing Authority;
8. The maximum number of candidates to be called for interview for a post shall not ordinarily exceed five for one post.
9. No TA/DA shall be payable to applicant for any journey performed for attending the test/interview.
10. The post shall carry allowances as per the AIU Rules.
11. The Association reserves the right of not filling any advertised post(s) without assigning any reason.
12. Canvassing in any form or on behalf of a candidate shall lead to disqualification of the candidate.
13. Prescribed application form can be downloaded from the AIU website: <http://www.aiu.ac.in>
14. Applications on prescribed form complete in all respect along with application fees through Demand Draft of Rs.1000/- for general candidates and Rs.500/- for SC/ST/OBC/PwD candidates favouring Association of Indian Universities, payable at New Delhi should reach to the Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi 110002 by 5 p.m. within 30 days from the date of publication of advertisement in the Employment News by hand at the Reception Counter or send by post ensuring receipt of the application at AIU Office within the stipulated date and time.
15. The envelope containing application should be super-scribed as "Application for the post of **Under Secretary (Audit)**".
16. Disputes, if any, shall be subject to jurisdiction of Delhi Courts only.

SECRETARY GENERAL