



Rajgir – District Nalanda – 803 116 – Bihar - India

NU /Admin/ Jobs/IAO/2025-26

Date: 02.12.2025

**ADVERTISEMENT FOR POSITION OF INTERNAL AUDIT OFFICER**

Nalanda University, an International University established by an Act of Parliament of India, holds the status of an Institution of National Importance. The Nalanda University invites applications for the position of **Internal Audit Officer** on **contract** basis from qualified and experienced candidates who share their vision with the University.

Name of the Post	Internal Audit Officer
Number of Posts	01 (One)
Period of contract/deputation	03 Years
Pay (For Contract basis)	Rs 150000/ consolidated per month
Age for Contract basis	Not more than 62 years
Essential qualification	(i) Post graduate with minimum 55% of marks from a recognized University. (ii) Retired Accounts Officers /Sr. Accounts Officer from Central Government/ Autonomous Institutions/SAS Accountants in level 10 or above with knowledge of MS Office. or Retired C & AG Officers in Level 10 or above with knowledge of MS Office (iii) Relevant exposure in audit preferably in large research organizations or educational institutions of repute or Central Government. <b>Desirable:</b> i) Should be well-versed with GoI Norms, guidelines and procedures.
Opening Date of Advertisement	03.12.2025
Closing date of Advertisement	23.12.2025

**Nature of Duties :**

1. To execute internal audit across the Departments/Centers/Sections of the University with the objective of reviewing controls and compliance within the governmental rules, procedures and statutory guidelines.
2. To independently lead audit engagements.
3. To assist in planning and preparation of audit assignments of the institute.
4. Independently prepare/modify the audit programmes to ensure coverage of all risks and be able to execute the audit as per the audit programme.

5. Demonstrate excellent analytical skills in proposing well-founded conclusions.
6. To co-ordinate with C&AG Audit team and arrange to communicate suitable replies to the findings of the audit.
7. Pre-audit of purchase and works proposals
8. Pre-audit of payment vouchers.

**How to Apply:**

1. The Applicants must be citizens of India.
2. Interested candidates need to duly fill the required data in the attached application Form format.
3. Duly filled application Form along with the scanned copy of the Educational Qualifications and relevant experience (if any), etc have to be compiled into a single PDF file and sent to the University email "[recruitment@nalandauniv.edu.in](mailto:recruitment@nalandauniv.edu.in)."
4. The candidate is responsible for the information filled in the application form.
5. Incomplete application Forms shall not be considered for shortlisting and the criteria of shortlisting shall be as per the Institute requirements and norms.
6. No TA/DA will be paid for appearing for the selection process. Any changes of dates etc. also will be communicated either by publishing in the website and thus candidates are requested to visit the website regularly.
7. Mere fulfilment of essential qualifications and specialization requirements does not entitle any candidate for a call to the interview. Short-listing criteria may be set higher than the advertised (if required).
8. The Nalanda University reserves all rights to fill/not fill the advertised post.
9. The interview shall be conducted in Offline mode. Timings shall be shared after the scrutiny of applications by email only.
10. The decision of the University related to all matters pertaining to the selection shall be final and binding on the applicants. No candidate will have any claim for issue of appointment letter, as a matter of right, even after recommendations by the Selection (Interview) Committee.
11. Selected candidate must be ready to join immediately.
12. Any other rule, as applicable will be followed, although not mentioned above.

**NOTE:** Intimation about the Shortlisted Candidates for Interview and the selected candidate will be informed via email only and they are expected to join immediately. Applicants are advised to mention their correct and active email ID in the application, as all correspondences will be through email only. Hence, regular checking of the email by the applicant is expected.

Sd/-

Registrar