



Walk-in-Interview for engagement of Internal Auditors on Short-Term Contract Basis at MANUU, Gachibowli Campus, Hyderabad.

The University intends to engage the services of suitable person as **Internal Auditors** on short-term contract basis. The desirous eligible candidates may directly appear in the Walk-in-Interview.

Date & Time of the Walk-in-Interview: **Thursday, the 24th September 2020 at 2.30 P.M**

Venue: **University Guest House, MANUU,
Gachibowli Campus, Hyderabad**

The minimum eligibility conditions, experience, salary structure etc are as under:-

1	Name of the Position & No. of Positions	Internal Auditors - 02
2	Eligibility	Persons retired as Audit/Accounts Officer or Sr. Audit/ Sr. Accounts Officer from Indian Audit & Accounts Department / Defence Accounts Organisation/ Civil Accounts Organisation or any other similar organisations. Persons having experience in establishment matters, procurement process, financial matters and public works matters etc will be preferred.
3	Age	Preferably below 63 years
4	Place of posting	Internal Audit Cell, MANUU, Gachibowli Campus, Hyderabad.
5	Period of Engagement	On short-term contract basis, initially for a period of three months, further extendable on the basis of performance evaluation and requirement
6	Salary Structure	₹30,000/- to ₹35,000/- per month, depending upon qualification and experience.
7	Documents required for Walk-in-Interview	Original and self attested photo copies of certificates of proof of education, experience, age etc along with one passport size photograph

General:

1. The registration of candidates will start at 2.00 P.M and will end at 2.30 PM.
2. No late arrival will be entertained.
3. The above position is purely on short-term contractual basis, initially for a period of three months.
4. Candidate with knowledge of Urdu will be preferred.
5. The University reserves its right not to fill up the advertised post or cancel the interview if the circumstances warrants.
6. No TA/DA will be provided to the candidate(s) appearing for Walk-in-Interview.
7. Candidates should satisfy themselves about the job responsibilities requirements before attending the Walk-in-Interview.
8. Canvassing in any form shall render the candidate ineligible automatically.
9. Candidates should provide one passport size photo, one set of self attested photocopy of all certificates of qualification, proof of age, experience, caste (reserved category) etc. along with his/her application.
10. Candidates should provide two References with contact number and email ID for verification of professional experience.

19.09.2020

Registrar i/c

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University)
(Accredited 'A' Grade by NAAC)



REGISTRATION FORM

Post applied for : _____

Reg No. _____ (for Office use)

1. Name of the Applicant
(Capital letters) :
2. Father's Name :
3. Date of Birth / Age :
4. Category (SC/ST/OBC(NCL)/XSM/PwD/EWS/Gen) :
5. Educational Qualifications :
6. Technical Qualifications :
7. Experience (attach proof) :
8. Present Salary per month (attach proof) :
9. Knowledge of Urdu : Yes/NO
(If yes, please specify the level (X/XII/Grad.)
10. Name and address with phone numbers of two
responsible persons not related to you to whom a
reference can be made about you 1).....
2)
11. Address for Communication :
- (With telephone / Mobile Number / E-mail)
12. Permanent Address :

Signature of the Candidate