



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

Ranchi, Jharkhand.

Advertisement No: DSPMU/G/364/26

Date: 08/08/2026

ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT OF AUDIT OFFICER

Applications in the prescribed format are invited from eligible and interested retired officers/employees of the Central Government, State Government, Public Sector Undertakings, Autonomous Bodies or other Government organisations for contractual engagement against the post specified below:

Sl. No. Name of the Post Number of Post

1. Audit Officer* 01 (One)

*The nomenclature of the post shall be subject to the approval of the University/Competent Authority.

1. Educational Qualifications and Eligibility

1. The applicant must possess a Bachelor's Degree from a recognised University/Institution, preferably in Commerce or Mathematics.
2. Preference may be given to applicants possessing any of the following additional qualifications or experience:
 - a. A postgraduate or professional qualification such as MBA (Finance), Chartered Accountancy (CA), Cost and Management Accountancy (CMA), or any other equivalent qualification, together with working knowledge of computers, MS Office and Tally or other accounting software;
 - b. Retired officers of the Indian Audit and Accounts Department, any Organised Accounts Service of the Government of India, the Jharkhand Finance Service, or any other equivalent Central or State Government Audit/Accounts Service;
 - c. Retired officers/employees having relevant working experience in the Directorate of Higher Education, Government of Jharkhand. Such experience shall be accorded special preference during the selection process.
3. The applicant should have adequate experience and sound knowledge of:
 - a. Government accounting and financial rules and procedures;
 - b. Preparation and management of institutional budgets;
 - c. Internal, statutory and government audit;
 - d. Taxation and statutory compliances;
 - e. Maintenance and scrutiny of accounts;
 - f. Establishment and service matters; and



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- g. Financial administration of Government departments, universities, educational institutions, autonomous bodies or public-sector organisations.

2. Duties and Responsibilities

The person engaged shall be required to undertake, inter alia, the following duties:

1. To supervise and/or undertake work relating to University accounts, budgeting, internal audit, statutory audit, taxation and financial compliance;
2. To examine financial proposals and ensure compliance with the applicable Acts, Statutes, Ordinances, Regulations, Government resolutions, financial rules and prescribed procedures;
3. To advise the Vice-Chancellor, Registrar, Finance Officer and other authorities of the University on financial, accounting, audit and related administrative matters;
4. To assist in the preparation of the annual budget, annual accounts, audit replies, utilisation certificates, financial statements and other statutory reports;
5. To coordinate with the offices of the Accountant General, statutory auditors, internal auditors, Government departments and other competent authorities;
6. To assist in the settlement of audit objections and preparation of replies to audit observations;
7. To examine matters relating to grants, procurement, establishment expenditure, pension, taxation and other financial liabilities of the University; and
8. To perform such other duties as may be assigned by the Vice-Chancellor, Registrar, Finance Officer or any other competent authority of the University.

3. Age Limit and Medical Fitness

The applicant must not have attained the age of 65 years on the date of advertisement and must be in sound physical and mental health so as to discharge the duties attached to the post efficiently.

The selected applicant may be required to submit a medical fitness certificate issued by a competent medical authority before joining.

4. Remuneration

The selected person shall be paid a consolidated fixed monthly remuneration in accordance with Resolution No. 928/वि० dated 06.04.2022, issued by the Department of Planning-cum-Finance, Government of Jharkhand, as amended from time to time.

No allowance, benefit or facility other than those specifically admissible under the aforesaid Resolution or separately approved by the University shall be payable.



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5. Period and Nature of Engagement

1. The engagement shall be purely contractual, initially for a period of **six months** from the date of joining.
2. The contractual engagement may be extended for such further period as may be decided by the University, subject to satisfactory performance, continued requirement and approval of the Competent Authority.
3. The engagement shall not confer upon the selected person any right or claim for regular appointment, absorption, permanency or continuation in the service of the University.
4. The engagement may be terminated in accordance with the terms and conditions incorporated in the letter of engagement. The University may discontinue the engagement in the event of unsatisfactory performance, misconduct, breach of confidentiality, suppression of material facts or non-compliance with University directions.

6. Procedure for Submission of Application

1. The application must be submitted in the prescribed proforma appended to this advertisement.
2. The duly completed and signed application form shall be sent by email (registrardspmuranchi@gmail.com) to 20.08.2026 on or before the prescribed closing date.
3. The following documents must be enclosed as clearly legible, self-attested scanned copies:
 - a. Detailed resume or bio-data;
 - b. Proof of date of birth;
 - c. Educational and professional qualification certificates;
 - d. Certificates in support of relevant experience;
 - e. Retirement order or relieving order;
 - f. Pension Payment Order, wherever applicable;
 - g. Last Pay Certificate or proof of the pay level held at the time of retirement;
 - h. Government-issued identity proof; and
 - i. Any other document supporting the applicant's suitability for the post.
4. The subject line of the email should clearly state: **"Application for Contractual Engagement as Audit Officer"**.
5. Applications received after the closing date, incomplete applications, unsigned applications or applications not accompanied by the required documents shall be liable to be rejected without further notice.

7. Shortlisting and Interview

1. Mere fulfilment of the prescribed qualifications and eligibility conditions shall not entitle an applicant to be called for an interview.
2. The University reserves the right to shortlist applicants on the basis of their qualifications, length and relevance of experience, post and pay level held at the time of



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retirement, and such other criteria as may be determined by the Screening Committee or Competent Authority.

3. The date, time and venue of the interview shall be communicated only to the shortlisted applicants through email and/or WhatsApp. No separate interview letter shall ordinarily be sent by post.
4. Applicants must provide a valid email address and mobile number with an active WhatsApp facility and keep the same operational throughout the selection process.
5. Shortlisted applicants shall appear for the interview on the specified date, time and venue at their own expense and produce all original certificates and documents for verification.
6. No travelling allowance or daily allowance shall be admissible for attending the interview or document-verification process.

8. General Terms and Conditions

1. Eligibility concerning age, qualifications and experience shall be determined with reference to the crucial date specified in this advertisement.
2. The candidature of an applicant shall be provisional and subject to verification of the information and documents submitted by the applicant.
3. If any information furnished by an applicant is found to be false, incorrect, misleading or suppressed at any stage, the candidature shall be cancelled. If such fact is discovered after engagement, the engagement shall be liable to immediate termination without prejudice to any other action permissible under law.
4. The University may verify the applicant's antecedents, service records, vigilance status and documents from the concerned employer or authority.
5. Canvassing in any form or bringing political, official or other external influence in connection with the selection shall result in disqualification.
6. The decision of the University regarding eligibility, shortlisting, selection and engagement shall be final and binding.
7. No correspondence or enquiry regarding non-shortlisting or non-selection shall be entertained.
8. The University reserves the right to increase or decrease the number of posts, modify the eligibility conditions, alter the selection procedure, cancel or postpone the interview, or withdraw the advertisement, wholly or partly, at any stage without assigning any reason.
9. Any corrigendum, addendum, amendment or other communication relating to this advertisement shall be published only on the University website. Applicants are advised to visit the University website regularly.
10. In the event of any dispute arising out of the selection or engagement process, the courts having territorial jurisdiction at Ranchi, Jharkhand, shall have exclusive jurisdiction.



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9. Important Dates

Particulars	Date and Time
Date of publication of advertisement	: 09.08.2026
Last date and time for receipt of application	: 20.08.2026
Date, time and venue of interview	: To be communicated to shortlisted applicants

By Order of the Vice-Chancellor

Sd/-
Registrar
DSPMU, Ranchi.