



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

Ranchi, Jharkhand.

OFFICE OF THE
REGISTRAR

Advertisement No: DSPMU/ G/926/24

Date: 04/10/2024

APPLICATIONS FOR THE POST OF (1) HEAD OF AUDIT (2) AUDIT OFFICER ON CONTRACTUAL BASIS AT DR SHYAMA PRASAD MUKHERJEE UNIVERSITY

Applications are invited from interested persons retired from State Government/ Central Government/ Public Sector Undertaking for the following posts on Contractual basis initially for a period of One (01) year which may be extended if found fit.

Sl. No	Name of Post	No. of Post
1	Head of Audit	1
2	Audit Officer	1

Qualifications and Eligibility

- The candidates should be Graduate, preferably in Commerce. Preference will be given to the candidates: -
 - Having Post Graduate Qualification such as MBA-Finance/Chartered Accountant/Cost Accountant with knowledge of Computer and Tally.
 - Retired from the Indian Audit and Accounts Services or from any other Accounts Services of Government of India, or from officers of Jharkhand State Finance Service.
- The incumbent is to look after the Accounts-cum Budget, Audit and Taxation, and all works related to University Accounts and advice in the financial and other related matter and hence should have experience in accounting and financial rules/procedures of government department and also knowledge of establishment matter.
- The post of Head of Audit, the applicant must retired from the Pay Level 12 of 7th CPC Pay Matrix and for the post of Audit Officer, the applicant must retired from the Pay Level 10 or Level 11 of 7th CPC Pay Martix.
- The maximum age limit for appointment for the post shall be 62 years with good health condition on the date of publication of the advertisement may submit their application.
- Consolidated fixed monthly remuneration as per resolution No. 1243(F) dated 28.04.2016 issued by Planning cum Finance Department, Govt. of Jharkhand. The



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- monthly remuneration for the post of Head of Audit will be as per Sl. No 4 of para 7 and for the post of Audit Officer the monthly remuneration will be as per Sl No 3 of para 7.
6. The appointment will be made on contract basis initially for a period of one (01) year, which may be extended on performance basis.
 7. No T.A/DA will be given to the candidates called for interview.
 8. No Correspondence shall be entertained from the unsuccessful person.
 9. The University reserves the right to fill/not fill the position without assigning any reason.
 10. Application form in the prescribed Performa (as attached) should be submitted through e-mail of the University at registrardspmurachi@gmail.com along with Resume/Biodata, Self-attested copy of the educational certificates, Service Certificate/Pension Payment Order.
 11. The shortlisted candidates will be communicated regarding the date of interview through email. No separate Interview letter will be issued. The applicant should have a valid e-mail ID and mobile number with WhatsApp to be kept active during the entire process of selection.
 12. Candidates are advised to ensure to appear on the date, time and venue of the interview along with their original documents.
 13. Last date of receipt of application is 05.11.2024

By order of the Vice-Chancellor

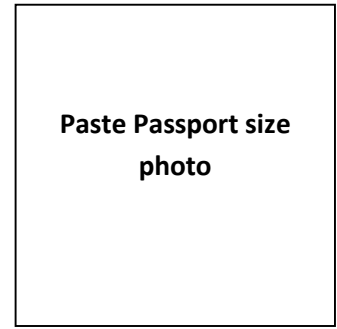
Sd/-

Registrar

Dr. Shyama Prasad Mukherjee University,
Ranchi

FORMAT OF APPLICATION

- (i) Advt. No. & Date :
(ii) Name of Post :
(iii) Name of Applicant :
(iv) Father's Name :
(v) Date of Birth :
(vi) Age (As on 01.08.2024)
(Years/Month/Day) :
(vii) Mobile No. :
(viii) Address :
a) Permanent :
b) Correspondence :
c) E-mail :
(ix) Category : SC / ST / BC-I/BC-II / GEN / EWS
(x) Gender : Male / Female/Transgender
(xi) Nationality :



(xii) Educational Qualification :

Name of Examination	Board / University	Year of Passing	Subjects	Marks (%)	Division
10 th					
I.Sc. / Inter / 12 th					
Graduation (Pl. Specify Degree)					
Master Degree (Pl. Specify Degree)					
Ph.D. (Pl. Specify Subject)					
Others					

(xiii) Working Experience :

Designation	Employer	Period		Total duration of Experience	Emoluments Drawn	Nature of Duty
		From	To			

Date:

Place :

Signature of Applicant