



S. N. Bose National Centre for Basic Sciences
ID Block, Sector-III, Salt Lake City, Kolkata - 700 106

Website: www.bose.res.in

ADVERTISEMENT

SNB/Advt./19-20/009

10th December, 2019

The S. N. Bose National Centre for Basic Sciences, an autonomous organization under the Department of Science and Technology, Government of India, invites application from Audit Firms for working in the Centre as **Internal Auditors** to undertake the following jobs:

1. Pre-audit of Centre's high value purchase/ procurement of scientific equipment/ computers from foreign vendors as per rules/ procedures as narrated in the General Financial Rules (GFR), 2017 and the Centre's guidelines/ purchase procedure.
2. Pre-audit of local purchase.
3. Pre-audit of payments made against retirement benefits/ contractor's bills/ architect's bill etc.
4. Pre-audit of payments made against Final withdrawals / Refundable Advances from Contributory Provident Fund Account.
5. Routine checking of cash transactions/ imprest accounts/ cash collections/ consumption of fuel etc.
6. Clarification/ implication of Central Government Rules regarding payment to employees/ contractors/suppliers
7. Pre-audit all bills having value more than Rs.50,000/-.
8. Pre-audit fixation of pay & retirement benefits.
9. Vetting of all tender documents.
10. Physical verification of cash at different locations.
11. Concurrent checking of payments and receipts with the cash book entries and Bank reconciliation.
12. Verification work-in-progress (both Civil and Electrical Works)
13. Checking of Projects Accounts funded by different funding agencies.
14. Checking of Tax deducted at sources (Income Tax , GST etc.).
15. Scrutiny of Investment Register.
16. Checking of Advance Register (Vendor and Employee).
17. Quarterly Physical Verification stores in association with the management at every three months
18. Reconciliation between Ledgers and Sub-ledgers.
19. To examine the comments of the Statutory Auditors / Principal Director of Audit on the accounts of the previous years and suggest suitable action to set right the position.

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20. Routine checking of :
 - a) Updation of Fixed Asset Register.
 - b) Updation of Stores & Consumables Register.
 - c) Submission of UC & SE in respect of ongoing projects funded by DST, SERB, DAE etc.
21. Any other job as assigned by the Competent Authority.
22. Duty hours will be from 9:00 a.m. – 5:30 p.m., Monday to Friday. To coordinate the Internal Auditing activities a senior partner of the firm would visit at least twice a week.

At least one qualified CA/ ICWA having specialized knowledge in General Financial Rules (2017) and an Audit Assistant should be posted in the Centre on all working days [from 9:00 a.m. – 5:30 p.m.] of the Centre. To coordinate the Internal Auditing activities a senior partner of the firm would visit at least twice a month.

Interested Audit Firms may apply to the **Registrar, S. N. Bose National Centre for Basic Sciences, Block JD, Sector III, Salt Lake, Kolkata 700106** with the following information and documents: a) Qualifications and experiences of the person to be deputed in the Centre to carry out the assignment; b) Expected Internal Audit fee (including GST etc.) per month; c) List of Government organizations/ autonomous research institutes where similar nature of audits were undertaken, d) Valid certificate of CAG empanelment. The application and filled in enclosed format (Form – 1) should reach the Centre **within 21 days from the date of publication of the advertisement**. The envelope should be superscribed with the words “Application for Internal Auditor”.

Incomplete applications will be rejected.

REGISTRAR

Form – 1

(PLEASE STRIKE OFF WHICHEVER IS NOT APPLICABLE)

SI No.		Details	To be Flagged as
01	Name of the Firm Address of the Firm Name of Contact Official Contact No.		Annexure – 1
02	Profile of Firm		Annexure – 2
03	Latest valid certificate of CAG empanelment.		Annexure – 3
04	GST Registration No. (Attach a copy of the GST Registration Certificate)		Annexure – 4
05	Income Tax Permanent Account No. (Attach documentary Proof)		Annexure – 5
06	Qualifications and experiences of the persons to be deputed in the Centre to carry out the assignment.		Annexure – 6
07	Expected Internal Audit fee per month. (Please mention GST separately)		Annexure – 7
08	List of Government organizations & autonomous research institutes where similar nature of audits were undertaken. (Enclose photo copies of appointment letters).		Annexure – 8

Signature of the Agency
or
Authorized Signatory with Seal of
the Audit Firm

Abridged version of the advertisement published in the following newspapers on 10th December, 2019 (Tuesday) :

- 1. TIMES OF INDIA (Kolkata)**
- 2. ANANDABAZAR PATRIKA**
- 3. SANMARG(HINDI)**