



**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 23<sup>rd</sup> January 2020 at 10.30 A.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 – 03*
2	<b>Eligibility</b>	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	<b>Age</b>	Not exceeding 65 years
4	<b>Place of posting</b>	Internal Audit Cell, MANUU, Gachibowli Campus, Hyderabad.
5	<b>Period of Engagement</b>	On short-term contract basis, initially for a period of six months, further extendable on the basis of performance evaluation and requirement
6	<b>Salary Structure</b>	₹30,000/- to ₹40,000/- per month, depending upon qualification and experience.
7	<b>Documents required for Walk-in-Interview</b>	Original and self attested photo copies of certificates of proof of education, experience, age etc along with one passport size photograph

\*Tentative positions. May increase or decrease

**General:**

1. The registration of candidates will start at 9.30 A.M and will end at 10.30 AM.
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.

16.01.2020

Registrar i/c

مولا نا 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 : .....
12. Permanent Address : .....

**Signature of the Candidate**

**Note:** Attach one set of photocopies of educational qualification and experience and produce original certificate thereof at the time of walk-in-interview.