



No. RO/JU/25/09

Date: 16.06.2025

**Recruitment for the Post of Internal Audit Advisor**  
**(on Purely Temporary basis)**

Sl. No.	Particulars	Criteria
1	Name of the Post	<b>Internal Audit Advisor</b>
2	Number of the Post	<b>01 (ONE)</b>
3	Classification	Purely Temporary Post
4	Consolidated Pay	Rs. 65,000/- per month (all inclusive)
5	Age limit	The age of the candidate must not exceed 65 years as of June 01, 2025
6	Required qualifications	Retired Sr. Audit Officer of the CAG office shall be eligible for the temporary post of Internal Audit Advisor at IEST, Shibpur. Experience in dealing with establishment matters, construction works and finance & accounts is desirable.
7	Period of Engagement	Appointment shall be made initially for short-term contract basis for a period of 06 (six) months which may be extended upto a maximum period of another 06 (six) months i.e., total for 01 (one) year, as per the requirement of the Institute and his/her performance at the end of the initial six months period.
8	The last date of receipt of applications (by email only)	<b>June 30, 2025 till 11.59 PM.</b>

**Note:**

- The retired officers engaged on a short-term contract basis shall be responsible for performing the duties and responsibilities assigned by the Director and Registrar from time to time.
- Statutory deductions levied by the Union/Government shall be made as per rules.
- The appointment will be purely on a temporary basis and is subject to termination at any time.
- The retired official hired on a short-term basis shall sign an agreement of confidentiality containing a clause on ethics and integrity.
- The selected Internal Audit Advisor shall be required to serve the Institute as per the duty hours of the Officers of the Institute and as per the instructions of the competent authority from time to time.
- The retired officers from the office of the C&AG who fulfil the eligibility criteria and are willing for the above assignment may submit their application (as per attached format duly filled in all respects), and the same must reach to this office by 30-06-2025 through email [recruitment.nonfac@iiests.ac.in](mailto:recruitment.nonfac@iiests.ac.in), mentioning the subject line "***Applications for the Post of Internal Audit Advisor***".



**General Instruction and Information for Recruitment of *Internal Audit Advisor (on Purely Temporary basis)***

1. Applicants must ensure that they possess all the requisite experience required for the post as laid down in the advertisement.
2. The applicants are responsible for authenticity of the information, documents and photographs they furnish. The candidature is liable to be cancelled if any false statement or any sort of suppression of facts is being found at any point of time.
3. Mere possession of the prescribed experience does not ensure that the applicant would be called for interview.
4. The Institute reserves the right not to fill the post.
5. Applicants should be physically fit and mentally sound.
6. Additional sheets may be attached, if space found to be insufficient.
7. Interested and eligible candidates must submit their duly filled in application in the prescribed format, along with all relevant documents in support of qualification and experience to E-mail id: [recruitment.nonfac@iiests.ac.in](mailto:recruitment.nonfac@iiests.ac.in), mentioning the subject line "*Applications for the Post of Internal Audit Advisor*".
  - A single PDF containing proof of all requisite educational qualifications and experience must be included in the application.
  - Applications received after the closing dates and incomplete applications (incomplete information, without relevant supporting and complete documents) will be summarily rejected.
  - All details furnished in the application will be treated as final, and no changes will be made later.
  - Applicants are advised to fill in their correct and active mobile number and e-mail address in the application form.
8. All original testimonials/documents are to be produced at the time of interview.
9. The applicants are requested to check the website of the Institute regularly to get the updated information relating to the post of **Internal Audit Advisor**.
10. No TA/DA shall be paid for attending the interview.
11. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and /or an application in response thereto can be instituted only in the Hon'ble High Court, Kolkata.
12. The decision of the Authority will be final.

*Registrar*