

(A State University set up by the IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi)

ADVERTISEMENT FOR JUNIOR ASSISTANT AUDIT

Advt. No. 16/2025

Date: 11-06-2025

Online applications are invited for the following post on third-party payroll for one year (extendable on a performance basis) at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt of NCT of Delhi:

Post Summary

SI. NO.	POST NAME	SALARY
1	JUNIOR ASSISTANT (AUDIT)	₹25,000/- PER MONTH

The detailed guidelines about the post are as below:

Role Name	Role Overview	Qualification & Work Experience
Junior Assistant (Audit)	<ol style="list-style-type: none"> 1. Assist in planning and executing internal, statutory, and CAG audits under the approved audit plans. 2. Track audit-related requests received from various divisions and ensure timely follow-up for the required documents. 3. Compile, organize, and review responses and documentation to be shared with auditors, ensuring completeness and relevance. 4. Review and verify the accurate receipt of documents, records, and reports for accuracy, consistency, and compliance with applicable standards. 5. Support in drafting audit reports, observations, and working papers with proper referencing and documentation. 6. Assist the CAG audit team with day-to-day requests and provide necessary clarifications or follow-up documentation as needed. 7. Help identify discrepancies, control weaknesses, and potential risk areas; recommend corrective actions or process improvements. 8. Maintain systematic, accurate, and up-to-date audit files. 	<ul style="list-style-type: none"> • Graduation with a preferably finance/commerce/Economics background • A minimum of 1 year of experience in a similar role.

	<ol style="list-style-type: none"> 9. Coordinate effectively with cross-functional departments to gather audit evidence, resolve audit queries, and facilitate smooth audit execution. 10. Ensure timely completion of assigned audit procedures and deliverables, meeting both internal deadlines and auditor expectations. 11. Assist in the implementation and monitoring of internal control systems to ensure compliance and operational efficiency. 12. Prepare schedules and reconciliations for auditors and ensure clarity and accuracy in financial data presented. 13. Support post-audit activities such as follow-ups on audit findings, closure of open points, and monitoring implementation of corrective actions. 14. Maintain confidentiality and demonstrate integrity in handling sensitive audit and financial information. 15. Any other work allotted by the Reporting Officer. <p>Preferred Skills</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Tally software, and ERP). • Excellent organizational and time-management skills. • Strong written and verbal communication skills. • Ability to multitask and prioritize tasks effectively. 	
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General Information:

- 1) This is a contract position on third-party payroll.
- 2) Only the shortlisted candidates will be contacted for further selection process through email.

How to Apply: Candidates shall share a detailed CV at recruitment@iiitd.ac.in. The last date for applying is **20th June 2025 by 5 PM**. Please mention the subject line as “APPLICATION FOR THE POST OF JUNIOR ASSISTANT (AUDIT)”.

Registrar