



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

	<p>9. Coordinate effectively with cross-functional departments to gather audit evidence, resolve audit queries, and facilitate smooth audit execution.</p> <p>10. Ensure timely completion of assigned audit procedures and deliverables, meeting both internal deadlines and auditor expectations.</p> <p>11. Assist in the implementation and monitoring of internal control systems to ensure compliance and operational efficiency.</p> <p>12. Prepare schedules and reconciliations for auditors and ensure clarity and accuracy in financial data presented.</p> <p>13. Support post-audit activities such as follow-ups on audit findings, closure of open points, and monitoring implementation of corrective actions.</p> <p>14. Maintain confidentiality and demonstrate integrity in handling sensitive audit and financial information.</p> <p>15. Any other work allotted by the Reporting Officer.</p> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Tally software, and ERP).</li> <li>• Excellent organizational and time-management skills.</li> <li>• Strong written and verbal communication skills.</li> <li>• Ability to multitask and prioritize tasks effectively.</li> </ul>	
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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](mailto:recruitment@iiitd.ac.in). The last date for applying is **20<sup>th</sup> June 2025 by 5 PM**. Please mention the subject line as “APPLICATION FOR THE POST OF JUNIOR ASSISTANT (AUDIT)”.

Registrar