

**S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES**

*Block JD, Sector III, Salt Lake, Kolkata 700 098*

*Website: [www.bose.res.in](http://www.bose.res.in)*

**ADVERTISEMENT**

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:

- A. 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) and the Centre's guidelines/ purchase procedure.
- B. Pre-audit of local purchase procedure
- C. Pre-audit of payments made against LTC/retirement benefits/ contractor's bills/ architect's bills etc.
- D. Pre-audit of fixation of pay/ pension and payments to the employees of the Centre.
- E. Routine checking of cash transactions/ imprest accounts/ cash collections/ consumption of fuel/ canteen bills etc.
- F. Clarification/ implication of Central Government Rules regarding payment to employees/ contractors/ suppliers

Interested Audit Firms may apply to the **Registrar, S. N. Bose National Centre for Basic Sciences, Block JD, Sector III, Salt Lake, Kolkata 700098** 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 Service Tax 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 should reach the Centre within 15 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**

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