Applications for empanelment of Chartered Accountant / firm of Chartered Accountant

NIESBUD, an apex level National Institute in the areas of promotion of entrepreneurship & small business development invites applications from interested Chartered Accountant/ firm of Chartered Accountant for empanelment as a Internal Auditor for Dehradun and Noida office. The applicants, who intend to participate in the empanelment process, may submit their application before the last date. The application complete in all respect shall be submitted through either registered post /speed post. Last date for receiving application is **11.07.2020** during office hours. Application received after due date & time will not be considered. Institute reserves the right to accept or reject any application in full or part without assigning any reason whatsoever.

**For NIESBUD, Noida Office**
A-23, Sector-62,  
Institutional Area  
Noida - 201309, NCR of Delhi,  
U.P, India

**For NIESBUD, Dehradun Office**
NSTI Campus,Green Park,  
Niranjanpur, Majra, Dehradun- 248001,  
UK, India  

**Director (EE)**
**Terms and Condition of Engagement of Chartered Accountant**

- Monthly review of Account and monthly MIS.
- TDS Deposit on monthly basis.
- Firm should prepare financial statement of the organization.
- Firm Shall Conduct internal Audit on monthly basis.
- Preparing and vetting the Annual Accounts of the Institute as per the prescribed format of accounts for Central Autonomous Bodies including all required disclosures and computation notes and Schedules.
- Compliances related to General Financial Rules (GFR), Financial Rules (FR), and Supplementary Rules (SR) as per Government of India.
- Certification of Statement Expenditure and Utilization Certificate as per the requirement of founding agencies.
- Compilation of supporting statements and working sheets in respect of all the schedules and in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet.
- Providing all required information and facilitate audit of accounts conducted by CAG, Internal Auditors, Statutory Auditors and other agencies.
- Providing all latest amendments in laws, rules and regulations thorough letters periodically and promptly which are relevant for the Institute and compliance thereof.
- Preparation of appeals and replies with respect to all Tax related matters. Attending pending Assessment.
- Prepare replies to all audit queries.