

ADVERTISEMENT

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE MATUNGA,  
MUMBAI-400019**

Veermata Jijabai Technological Institute (VJTI-Mumbai) has pioneered India's Engineering and Technology Education, Research and Training since 1887. Institute need to appoint as Internal Auditor for. the FY 2024-25.

VJTI Accounts Section handles average of 500 to 600 bills per month which includes Purchase Bills, Sales Invoices, Salary Bills, Water Taxes, Property Taxes, Telephone Bills, Reimbursements, Advances, any other miscellaneous bills etc. For all this transactions Internal Auditor is expected to provide following accounting services.

- 1.) Checking the accuracy of the applicable statutory compliance to be followed by the Institute and ensuring that they are compiled as per the prescribed rules and regulations. Any bills for the verification purpose with Internal Auditor preferably cleared within 24 Hours.
- 2.) Reviewing, checking and submitting reconciled reports for all Institute Bank Accounts on monthly basis.
- 3.) Reviewing and checking of reports for its correctness as per books of accounts maintained by the Institute.
- 4.) Physical verification of fixed assets which are standing in books of accounts and highlighting the discrepancies in the process, if any.
- 5.) Verification of statutory payment and return like TDS/PT etc.
- 6.) Reviewing the MIS reports prepared by the Institute's management to be presented to the Board for its correctness as per books of accounts maintained by the Institute and compliance thereof.
- 7.) Provide the Utilization Certificate and Statement of Expenditure for the Grants received by the Institute.
- 8.) Involvement of Internal Auditor is a must while Statutory Audit activity carried out by the Institute's Statutory Auditor.
- 9.) Any other specific internal audit areas as may be decided in consultation with the management.


- Payment for the above services shall be done monthly on pro rate basis.
- An expression of interest with quotation for the annual contract along with required daily manpower is invited from Agency/Firm preferably with minimum experience of 5 years in Internal Audit of Educational Institutes / Trusts (Preference will be given to audit experience in Technical Education Institute / Government Institute / Colleges of higher studies).

- Last date of submitting quotation : 29<sup>th</sup> December, 2023
- The expression of Interest with quotation shall be submitted in sealed envelope on the following address:  
The Director,  
VJTI, Mumbai  
H. R. Mahajani Road,  
Near Five Gardens,  
Matunga, Mumbai – 400019
- Quotation will be submitted in the Inward Section of the Institute.
- Please specify the Subject "Appointment on the Internal Auditor for FY 2024-25 in VJTI" on the covering of quotation.
- The short listed agency / firm will be called for discussion / interaction.
- The appointment of agency shall be extended subject to performance review by Institute every quarter.
- The indicative fees for the year 2024-25 is Rs. 2.5 Lakhs, for subsequent years it could be higher than this.
- Total Employees of VJTI : 500 (Approximate)
- Number of colleges : One
- Branches & Location : Only one located in Matunga, East (Mumbai)
- Please refer the VJTI website to know the Gross Turnover of the Institute.

  
Accounts Officer



  
Registrar

  
Director