

**Office of the Principal Accountant General (Audit I), WB,
Local Audit Department,
2, Government Place (West), Treasury Buildings, Kolkata 700001**

No. LA/REC/Advt./266/2/2022-23

Date: 26.03.2023.

**Advertisement inviting application for engagement of CA/CMA
(Intermediate)/Qualified CA/CMA candidates as Audit Assistant with Job Description**

1. Office of the Principal Accountant General (Audit-I), West Bengal, Local Audit Department invites applications from the eligible candidates for engagement as Audit Assistant to assist in conducting the audit of Panchayati Raj Institutions (PRIs) in West Bengal.

2. Interested eligible candidates may apply by **16.04.2023**.

3. The brief job descriptions of the Audit Assistant are given below:

1.	Name of the Post	Audit Assistant
2.	Number of Posts	40 (Forty)
3.	Age limit	Not more than 35 years of age as on 31.03.2023
4.	Qualifications	
	(a)Essential	CA/CMA (Intermediate)/Qualified CA/CMA candidates from ICAI/ICMAI with 2 years working experience in a CA firm or from a CMA in practice.
	(b)Preferred	Candidates with additional knowledge in IT and data analytics may be preferred.
5.	Period of Engagement	Initially for one year from the date of appointment. Extendable further based on requirement.
6.	Remuneration	A monthly stipend of Rs.40,000 plus travel entitlements as detailed in the Annexure.
7.	Place of work	The place of work will be at any of the Panchayati Raj Institutions across the State of West Bengal or as decided by the Office

4. How to apply:

- The candidates may download the Application Form from the website of O/o the PAG (Audit I), West Bengal <https://cag.gov.in/ag1/west-bengal/en>.
- The application duly filled in may be emailed to amg3recau1.wbl.au@cag.gov.in. Candidates should not send any application by POST/COURIER/other physical mode.

5. Selection Process:

- Screening of application by the Screening Committee
- Selection through interview only.

6. For other terms and conditions, refer to the office website.

Sd/-

Examiner of Local Accounts,
West Bengal

**Engagement of CA/CMA (Intermediate)/ qualified CA/ CMA candidates in Local Audit
Department, Office of the Pr. Accountant General (Audit I), WB**

Office of the Principal Accountant General (Audit-I), West Bengal, Local Audit Department invites applications from the eligible candidates for assisting the Office in conducting the Audit of Panchayat Raj Institutions (PRIs), in West Bengal, with following terms and conditions.

General:

The number of CA/CMA (Intermediate)/ qualified CA/CMA candidates to be engaged by the Pr. AG (Audit I), W.B., LAD shall depend on the actual requirement from time to time. Successful candidates would be engaged initially for one year, extendable further based on requirement for providing high quality services or for attending to specific and time- bound jobs.

- a) The duration of engagement of CA/CMA (Intermediate)/ qualified CA/CMA candidates will initially be for a period of one year extendable as per requirement.
- b) CA/CMA (Intermediate)/ qualified CA/CMA candidates with 2 years of working experience in a CA firm or from a CMA in practice with exceptional analytical and leadership abilities and stellar academic record are eligible to apply.
- c) Preferred additional attributes include skills in Information Technology (IT) & Information and Communication Technology (ICT) with good communication and interpersonal skills. Candidate's age shall not be more than **35 years** as on **31.03.2023**.
- d) The candidates should be conversant in reading Bengali language as they would be required to conduct audit of Panchayati Raj Institutions (Zilla Parishads, Panchayat Samitis and Gram Panchayats) throughout West Bengal.

2. Selection Process:

The selection procedure shall be of two-stage:

- a) Application Screening and, b) Interview.

A short advertisement in a leading English, Hindi and vernacular newspapers will be issued whereby applicants will be advised to look for the details on Office's website.

- I. Competent Authority shall have the right to reject/select any candidate for reasons to be recorded in writing.
- II. Minimum time of 07 days from the date of intimation by email or, as felt necessary shall be given to candidates to appear for interviews.

3. Terms of reference:

- a) Deputy Accountant General in charge of audit of PRIs in consultation with Pr. AG (Audit I), WB the Terms of Reference, describing the work to be performed by the selected candidates.
- b) The terms of reference shall include the functions to be performed and outputs to be delivered. The functions and outputs shall be specific, measurable, attainable, results-based and time-bound. **(Annexure-I)**

4. Other Terms & Conditions

- a) The selected candidates shall be subject to the laws of secrecy of the country and will sign a Secrecy and Non-Disclosure Agreement before reporting.
- b) The engagement will not constitute a regular job or appointment of any nature in the office of Pr. AG (Audit I), W.B. or the Indian Audit & Accounts Department, nor is it in the nature of a relationship of employer and employee between the Pr. AG (Audit I), W.B. and the selected candidates.
- c) The engagement shall be on full-time basis and the candidates, once selected shall not be permitted to take up any other assignment during the period of engagement.
- d) The selected candidates shall neither seek nor accept instructions from any authority outside Office of the Pr. AG (Audit I), W.B.in connection with the performance of his/her obligations under the engagement. The selected candidates shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his/her obligations under the engagement. During the terms of engagement, the selected candidates shall comply with the Standard of Conduct to be decided by the Authority. Failure to comply with the same will become a ground for termination of the selected candidates without any notice.
- e) While considering continuation / extension beyond one year, performance appraisal shall invariably be taken into consideration.

5. Travel, Service incurred, Death, Injury or Illness, Allowances:

- a) No Transport Allowance (TA) /Daily Allowance (DA) will be paid to the candidates for attending the interview.
- b) No other facilities such as accommodation/conveyance/transport, medical reimbursement, etc. would be admissible.
- c) In the event of death, injury or illness of the selected candidates during the term of his/her engagement, the selected candidates or his/her dependents, legal heirs, claimant etc.,

shall not be entitled to any compensation.

6. Attendance & Working days:

The working hours of the selected candidates shall be the same as regular office timing of this office/ Offices Audited by this Office. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays, as and when required.

7. Leave:

The selected candidates shall be eligible for 12 days (non-cumulative) leave in a calendar year.

8. Remuneration:

A monthly stipend of Rs. 40,000/-shall be payable to a selected candidate.

The candidate may require to undertake domestic tours across the State of West Bengal, as decided by the competent authority and they will be allowed TA/ DA at the following rate:

Reimbursement of expenditure on journey performed	AC 3 tier/Chair Car/Ordinary Bus Fare
Daily allowance	Rs.500.00
Hotel Accommodation	Rs.450.00 (on production of bills)

9. Payment:

The payment will be released by the Pr. AG (Audit I), W.B. after completion of the month based on the attendance and due certification by the supervising officer/Section concerned.

10. Tax Deduction at Source:

Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the Pr. AG (Audit I), W.B. will issue TDS certificate/s. The Pr. AG (Audit I), W.B. shall not undertake any liability for taxes or other contribution payable by the selected candidates on payments made under this contract.

11. Termination:

a) Unauthorized absence from the work for a continuous period of 03 days or without any information or valid reason may lead to termination of the engagement.

b) The Pr. AG (Audit I), W.B. can terminate the engagement at any time without prior

notice on account of violation of terms of engagement. However, in the normal course, the selected candidates will be given one month's notice. The selected candidates can also seek for termination of the contract by giving one month's notice or one month's salary in lieu thereof.

12. The provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 shall apply.

13. Training/Orientation:

The selected candidates shall be imparted such Orientation/Training as may be considered necessary.

14. Return of Materials:

At the time of completion of engagement period, the selected candidates have to return to Pr. AG (Audit I), W.B. all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents and any other material on any media containing or disclosing any confidential or proprietary technical or business information. On completion of the engagement, the selected candidates shall also return any ID cards and any other items belonging to O/o Pr. AG (Audit I), W.B.

15. Appraisal:

The supervising official/officer of the field audit party with whom the selected candidate will be attached will submit the performance report of the candidate six (06) monthly so that the output is in line with the objectives .

16. The selected candidates are mandated to give their daily tour diary to the office duly certified by the supervising official/officer of the field audit party with whom the selected candidate will be attached. In the event of non-compliance suitable action will be taken the competent authority.

17. Outplacement:

An Experience Certificate letter shall be given on successful completion of the contract period.

18. Place of Work:

The place of work will be at any of the Panchayati Raj Institutions across the State of West Bengal as per the tour programme for audit or as decided by the Office. They have to travel across the State which will include stay at workplace.

19. Program Review/Relaxation:

The Pr. AG (Audit I), W.B. also reserves the right to review the afore-mentioned terms & conditions at any time. The afore-mentioned terms & conditions so reviewed will be placed on the website of the Pr. AG (Audit I), W.B.

20. Resolution of Disputes:

Any dispute, controversy or claim between the parties arising out of the contract, or the breach, termination, or invalidity thereof, unless settled amicably, shall be referred to the Pr. AG (Audit I), W.B. for arbitration. The Pr. AG (Audit I), W.B. may at his discretion, appoint an arbitrator for the resolution of the dispute. The award of the Pr. AG or the arbitrator as the case might be final and binding.

21. Submission of Application:

Candidates fulfilling the eligibility conditions and after going through the details of scope of work, terms and conditions and other details may apply in the prescribed format, which is uploaded on the O/o the Pr. AG's website and forward it to amg3rec.wbl.au@cag.gov.in by email, to reach this office by **16.04.2023**. Candidates should NOT send any application by POST/COURIER/any other physical mode.

22. Advertisement:

Advertisement inviting application for engagement of CA/CMA (Intermediate)/qualified CA/CMA candidates with Job Description– Refer to the table in the **Advertisement**.

23. Application:

Application form for CA/CMA (Intermediate) qualified CA/CMA candidates –Refer **Annexure II**.

24. Secrecy/Non-disclosure agreement:

A self-undertaking shall be provided by the selected candidates to the effect that he/she has no criminal record or criminal case in any court pending against them. A false undertaking in this regard may entail immediate dismissal of the candidate or any other step by the office as seen fit. Refer **Annexure-III**.

**Advertisement inviting application for engagement of CA/CMA
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3.	Age limit	Not more than 35 years of age as on 31.03.2023
4.	Qualifications	
	(a)Essential	CA/CMA (Intermediate)/Qualified CA/CMA candidates from ICAI/ICMAI with 2 years working experience in a CA firm or from a CMA in practice.
	(b)Preferred	Candidates with additional knowledge in IT and data analytics may be preferred.
5.	Outline of the tasks to be carried out	To assist in conducting the audit of Panchayati Raj Institutions.
6.	Period of Engagement	Initially for one year, extendable further based on requirement.
7.	Remuneration	A monthly stipend of Rs.40,000 and TA/DA, as admissible for Auditors.
8.	Place of work	The place of work will be at any of the Panchayati Raj Institutions across the State of West Bengal or as decided by the Office

Annexure-I

Job Description
1.Collection of relevant documents in support of audit observations and other data/information/Key Documents as required/instructed by the supervising officer during audit.
2.Checking of supporting documents pertaining to Annual Financial Statements/ Annual Accounts of Gram Panchayats/ Panchayat Samitis/ Zilla Parishads. Checking of records/files/data/information as required and/or instructed by the supervising officer during audit of the unit (Gram Panchayat/ Panchayat Samiti/ Zilla Parishad).
3.Drafting of audit observation with reference to applicable Acts, Rules, Guidelines, Orders etc.
4.Providing assistance to supervising officer in preparation of Draft Audit Report/Draft Inspection Report (as the case may be) and files. Preservation and submission of the same to Headquarters.
5.Compliance of office orders, circulars, notes etc. issued by the Office (from time to time) in relation to audit works/post audit works.
6.Typing/Photocopying/Scanning of data/information/files/records as and when required during and after audit of the unit.
7.Discharge of any other duty as and when required/instructed by the office or the supervising officer in relation to audit work or discharge of audit obligation at Headquarters or at the auditee unit.

ANNEXURE-II

APPLICATION FORM FOR AUDIT ASSISTANT

Affix Recent self-
attested Passport
size photo

1. Name :
2. Father's/Mother's Name :
3. Date of Birth :
4. Gender :
5. Nationality :
6. Present Address (for
communication) :
7. Email address :
8. Contact No. :

Landline: Mobile Number:

9. Academic qualification (in reverse order, starting from the latest)

(Add more rows, if necessary)

Sl. No.	Degree	Year	Subjects	University/ Institute	Class/Division	Distinction (if any)

10. Professional qualification (in reverse order, starting from the latest)

(Add more rows if necessary)

Sl. No.	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction (if any)

11. Relevant experience (Add more rows if necessary)

Organization	Period (fromto.....)	Total Period/Duration	Role performed	Any achievement

Signature of the applicant

Date:

*** Documents to be submitted in support of above declaration**

- CA/CMA Intermediate/CA/CMA qualified pass certificate issued by the ICAI/the ICMAI
- Graduation/Post graduation degree/certificate
- Matriculation certificate
- Work experience certificate.

The photocopy of the above documents be self-certified.

Declaration

I declare that the above information is true and correct to the best of my knowledge and belief.

I am aware that in case of misrepresentation or a materially false declaration, it shall render me liable to action according to applicable law. I also understand that the application is liable to be rejected and/or engagement cancelled in case a discrepancy is detected at any stage before completion of the engagement. The order of engagement may also be recalled in case such a contingency arises even after the same has been awarded to me.

I have no criminal record or no criminal case in any court is pending against me.

Signature:

Name of Applicant:

Date:

Place:

ANNEXURE-III

Secrecy/Non-Disclosure Agreement

1. General

(i) As a professional (engaged on purely temporary basis) of office of the Pr. AG (Audit I), W.B./Indian Audit and Accounts Department and in consideration of the remuneration now and hereafter paid to me, I shall devote all my efforts to furthering the best interest of the Pr. AG (Audit I), W.B. During the subsistence of my tenure in the O/o the Pr. AG (Audit I), W.B, I will not engage in any activity that:

“Conflicts with the interest of office of the Pr. AG (Audit I), W.B.’ as a Legal Entity, including without limitation, any business activity not contemplated by this agreement”.

2. Non-Disclosure Clause:-

(i) That I do hereby recognize and understand that all confidential and/or proprietary information, in any media like print, electronic, etc., belonging to and/or in possession of Pr. AG (Audit I), W.B., which is received, accessed, and /or used by me during the course of my engagement with Pr. AG (Audit I), W.B., shall not be shared with or given access to any entity by me, including the media.

(ii) All obligations regarding prevention of disclosure of confidential information and obligations to provide notice under this Agreement shall be effective for the currency of the main Agreement and also for an indefinite period from the date of its expiration or termination, as the case may be.

3. Absolute ownership:

(i) That I do hereby recognize and understand that office of the Pr. AG (Audit I), W.B. is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, business information of Indian Audit & Accounts Department, including without limitation, concepts, techniques, processes, methods, clients, cost data, development or experimental work, work in progress, customers and suppliers internet websites or e-commerce solutions, books etc., used by me in the course or my engagement in office of the Pr. AG (Audit I), W.B.

(ii) I agree that I shall not in any manner whatsoever, represent and/or claim that I have any interest by way of ownership, assignment or otherwise in the same.

(iii) The Pr. AG (Audit I), W.B. shall be sole owner of any Intellectual Property rights developed during the subsistence of this Agreement. I hereby waive and relinquish all claims of any nature whatsoever that I now or hereafter may have for infringement of any Trade Mark, Copy right and Patent resulting from the subsisting activities for any inventions so assigned to Pr. AG (Audit I), W.B.

4. Breach of Contract:

I acknowledge that any violation by me under this declaration / agreement, and / or any obligation of like nature, will cause irreparable damage to office of the Pr. AG (Audit I), W.B., and the Pr. AG (Audit I), W.B. shall be entitled to extraordinary relief in any court of India, including, my expulsion from office of the Pr. AG (Audit I), W.B. with no leaving /character certificate, blacklisting from participating in any office of the Indian Audit and Accounts Department or related activities, with holding of any pending remuneration, appropriate legal action, temporary restraining orders, preliminary injunctions, and permanent in junctions, without the necessity of submitting bond of security.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this ___ day _____ month of 2023.

Signature

Name of the candidate: