

ASSISTANT MANAGERS

Sr. No.	Nomenclature of Post	Equivalent to BPS	Job Specification (Qualification & Experience for initial Induction)	Job Descriptions (JDs)
1	AM (Audit)/ Audit Officer	17	<p>Qualification</p> <ul style="list-style-type: none"> • C.A. (Inter) / CMA, (Inter) / ACCA (Member); CIA. • MBA (Finance)/ M.Com • CISA (shall be preferred) <p>Experience:</p> <ul style="list-style-type: none"> • 02 years post qualification experience in BPS16 or equivalent thereof in Audit & Accounts of Government Departments/ Semi Govt. Organizations / Corporations / Autonomous Bodies or large Commercial Organizations or large Public Limited Companies of repute. Computer literacy is mandatory. <p>Maximum age 35 years.</p>	<p>The Audit Officer shall report to Chief Internal Auditor and be responsible for:</p> <ul style="list-style-type: none"> • Plan the audit with respect to the available resources and time. • Review the work of audit party under his supervision • Finalize the monthly progress report on the basis of audit party's working. • Ensure that the report is submitted to C.I.A. • Follow-up in accordance with the comments of C.I.A on the report. • Perform any other work assigned by C.I.A. • Prepare the operational work plan for audit assignment before its commencement. • Prepare administrative working papers. • Analyze the working papers & prepare the audit report along with the Audit program, Audit checklist, Lead Sheet, Audit working paper, supporting evidence, summary sheet, interview worksheet & Audit software program. • Discuss observation with the process owner to validate the accuracy & reasonableness of the audit findings. • Assist in negotiations and risks for management attention. • Maintain contract compliance matrix and flag deviations correspondence with CPPA-G, NTDC, DISCOs, and other counterparties. • Monitor compliance with NEPRA, SOE Act, Companies Act, and other applicable frameworks. • Prepare audit-ready documentation for regulatory hearings, inspections, and internal governance. • Liaise with ministry, regulator, and internal stakeholders to ensure timely responses and defensible positions. • Conduct tariff benchmarking, sensitivity analysis, and impact assessments for board and ministry presentations. • Prepare board papers, regulatory briefs, and internal memos with clarity and institutional rigor. • Maintain repository of regulatory orders, PPAs, and correspondence for institutional continuity. • Any other work assigned by the In-charge officer.