



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल— 462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003
(An Institution of National importance under Ministry of Education, Govt. of India)

Advt.No.AB/Estt/Cont./C-FIN/2025/1828

Dated: 11/09/2025

WALK-IN-INTERVIEW FOR CONSULTANT-FINANCE (ON CONTRACT)

Sl.No.	Particular	Criteria
1.	Name of the Position	Consultant-Finance (01) (on contract)
2.	Number of Position	01
3.	Duration	Initially for One year and the duration of contract may or may not be extended based on performance and requirement of the institute.
4.	Qualification	<u>Consultant-Finance</u> 1. Retired Group-A Officers from Govt. Organization/ Autonomous/Statutory Bodies/PSUs etc. having experience in preparation of Annual Accounts/handling Audit matters/Tally/GST/Taxation etc. in an Educational Institute 2. Essential qualification: Must have MBA in Finance from recognized university/institute.
5.	Required Skills	• Having experience in preparation of Annual Accounts/handling Audit matters /Tally/GST/taxation etc.
6.	Score of work	The consultant will be responsible for preparation of Annual Accounts, hands on experience in Tally Software, knowledge of GST (filing, calculation, deduction etc.), knowledge of conducting all kinds of audit process, and other works as assigned by the competent authority.
7.	Age limit	65 years
8.	Date & Venue for walk-in-interview	19/09/2025 at Institute Committee Hall, Director's office from 11:00 AM onwards
9.	Reporting Date & Time	19/09/2025, Friday 09:30 AM
10.	Remuneration	Consolidated remuneration for the position of Consultant-Finance will be ₹ 35000/- to ₹ 40000/- per month as per recommendation of Selection Committee. No additional or other allowance will be payable.

Selection procedure: Selection of candidate will be based on his/her performance in the walk-in- interview. No TA/DA will be paid for appearing in the selection process. The candidates are required to come directly for the walk-in-interview without waiting for a call letter. Candidates are requested to bring with them the certificates in original and a copy of the same in support of date of birth, qualification & experience etc.

GENERAL INSTRUCTIONS:

- (1) The candidates must be a citizen of India.
- (2) Eight days of Casual leave in a year. The leave would not be en-cashable. Leave accumulated in a calendar year shall not be carried forward for the next calendar year.
- (3) Application other than that in the prescribed form will not be entertained.
- (4) The candidates have to produce original documents at the time of appearing for walk-in-interview.
- (5) Incomplete applications/without relevant supporting enclosures will be out rightly rejected.
- (6) Eligible candidates must submit their application and resume along with self attested photocopies of Certificates & Testimonials on or before **19/09/2025** at recruitment@manit.ac.in bearing subject **"Application for the Position of..... (on contract)"**. They have to also submit hard copy of the application form along with relevant documents on the day of Walk-in-Interview.

Sd/-
I/c REGISTRAR

Place: Bhopal
Date: 11/09/2025