

## **INTERNAL AUDITORS REQUIRED**

National Insurance Academy ( NIA) is a Charitable Trust and a Society registered under the Bombay Public Trust Act and The Societies Registration Act 1860. The Academy is also registered under Section 12A (a) of the Income Tax Act.

The National Insurance Academy was established in the year 1980 under the joint aegis of Ministry of Finance ( Government of India), by LIC, GIC and the four public sector Insurance Companies. The Academy conducts Management Development Training Programmes for the executives of Insurance Industry both in India and abroad and also conducts a 2 year full time PGDM residential course for students. It also conducts, Research and Consultancy.

NIA requires the services of a qualified audit firm ( should not be Proprietary firm) who are CAG empaneled, to carry out the work of their Internal Audit for the financial year 2017-18. The firm should be Pune based or should be having a branch Office in Pune, with one of the Partners based in Pune.

Interested Firms may send their resume with details of their Partners and number of years of experience **latest by 10/08/17**.

## **SCOPE OF WORK**

- I) Verifying Compliance under various statutes.
- II) Verifying various records/documents/vouchers to ascertain the accuracy of expenditure / income /Assets/ Liabilities. (voucher checking 100%)
- III) Checking internal controls being followed and suggest for improvement.
- IV) Advising the Management on
  - i ) the adequacy of books and records maintained
  - ii) Accounting policy followed.
- V) Risk identification, assessment and mitigation for NIA.
- VI) The Scope of work mentioned hereinabove is only indicative and not exhaustive. The Governing Board may modify/ increase or change the scope of work depending on changes in nature of work/ policy/ statues etc or the Board may assign any other work as and when it thinks necessary.