



Ref: Advt.Rect./IA/2026/004/W

Date: 8th June 2026

APPLICATIONS INVITED FOR INTERNAL AUDITOR FOR FY 2026-27

National Insurance Academy (NIA) is a Society registered under The Societies Registration Act 1860 and a Public Trust registered under The Bombay Public Trust Act, and also registered under Section 12A (a) and 80G of the Income Tax Act.

The National Insurance Academy was established in the year 1980 by LIC, GIC and the four public sector Insurance Companies with support of Ministry of Finance, Government of India. The Academy conducts Management Development Programmes for the executives of Insurance Industry both in India and abroad and also conducts a 2-year full time PGDM course with specialization in Insurance for students. It also conducts Research and Consultancy work and is an approved Ph.D. Research centre of Savitribai Phule Pune University (SPPU).

NIA invites applications from reputed Chartered Accountants Firm / Cost Accountants Firm for appointment as its Internal Auditor for FY 2026-27 to undertake audit of accounts and other related / relevant records and files.

Interested firms meeting the prescribed eligibility criteria may submit their applications in the prescribed format given on page 3, along with supporting documents for technical qualification. The application should be submitted in sealed envelopes superscribed "**Application for Internal Auditor of NIA**" duly addressed to The Chief Administrator, National Insurance Academy, 25 Balewadi, Baner Road, NIA P.O Pune 411045. The completed application must reach the Academy on or before **18th June 2026**.

The Firms fulfilling the following conditions may apply in the prescribed format for the same: -

1. The firm should be a partnership firm, with at least 10 consecutive years of existence.
2. There should be at least 2 full-time partners in the firm, each with minimum 10 years of professional practice.
3. The firm should allocate 1 duly qualified senior partner dedicated to the Academy.
4. Appointment shall be for a period of 1 year and subject to satisfactory performance may be extended by 1 year at a time and not more than 2 occasions.
5. The applicant Chartered Accountants Firm/Cost Accountants Firm should give a declaration that 'no disciplinary action is pending with the Institute of Chartered Accounts of India (ICAI)/ Institute of Cost Accountants of India (ICMAI)' as applicable.
6. No penal action is going against the firm or against any of its partners. No penal action shall have been imposed on the audit Firm in the last 3 years including preceding financial year 2025-26.
7. The audit firm should not have been debarred by RBI or any other regulatory body.
8. The firm should be Pune based or should be having a branch Office in Pune, with one of the Partners based in Pune.
9. Preference will be given to Auditors who have audited the accounts of reputed Educational Institutions /Trusts.
10. Senior Partner should be available for discussion of Audit Report with the management and in the meetings of Audit Committee/ Governing Board.

SCOPE OF WORK:

- I. Verifying Compliance under various statutes.
- II. Verifying Compliance with respect to Charity Trust related matters.
- III. Verifying various records/documents/vouchers to ascertain the accuracy of expenditure / income/ /Assets/ Liabilities. Vouching should be done 100%.
- IV. Checking internal controls and process being followed and suggest for improvement.
- V. Advising the Management on
 - i. The adequacy of books and records maintained.
 - ii. Accounting policy followed.
- VI. Risk identification, assessment and mitigation for NIA.
- VII. NIA is having superannuation account with LIC of India for its employees and maintains separate books for the same. Auditors have to check and verify the same.
- VIII. Audit calendar has to be prepared and discussed with Director in advance. The internal Auditor should audit different areas of operation for each quarter and mention them in the audit report. Accordingly, the yearly audit program calendar to be prepared.
- IX. 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/ statutes etc. or the Board may assign any other work as and when it thinks necessary.
- X. The scope of work should be discussed with the Director and other officials of the Academy from time to time.
- XI. Regular Testing & certification of various IT control.
- XII. Library Operations.
- XIII. Presentation of quarterly audit report to Audit Committee / Governing Board Members by Senior Partner.

GENERAL

1. A Firm which is selected as Internal Auditor will not be selected as Statutory Auditor.
2. Director, NIA reserves the right at his sole discretion to extend the last date of submission of applications.
3. Director reserves the right to reject any or all applications.



NATIONAL
INSURANCE
ACADEMY

PRESCRIBED FORMAT FOR APPLICATION FOR INTERNAL AUDITOR

Sr. No	Particulars	Details	Annex. No.
01.	Name of the Firm		Annexure-1
02.	Address of Registered Office		Annexure-2
03.	Address of Pune Branch		Annexure-3
04.	Date of Establishment/Registration (Certificate to attach)		Annexure-4
05.	PAN No. (Copy to attach)		Annexure-5
06.	GST No. (Copy to attach)		Annexure-6
07.	Details of minimum two Partners having 10 or more years' experience (Name, Address, e-mail id, Phone No., educational qualification, PAN No., Aadhar No. etc)		Annexure-7
08.	Details of Partners having less than 10 years' experience (same as per Sr. No. 7)		Annexure-8
09.	No. of Employees of the Firm in Pune Branch other than partners		Annexure-9
10.	Details of Audit in Public Sector Companies, Banks & Insurance Companies		Annexure-10
11.	Details of Audit in Educational Institutes and Public Trusts done in last 5 years.	a) Internal Audit : b) Statutory Audit: c) Any other Audit (PI specify)	Annexure-11
12.	Any other	a) Experience in ITGC (IT General Controls) audit. b) Availability of certified IT auditors	Annexure-12

Declaration:

I/We confirm that no disciplinary action is pending with the Institute of Chartered Accounts / Institute of Cost Accountants of India or any other legal authority against the firm or against any of its partners as on the date of this application. We further confirm no disqualification, or penalty is imposed on Firm in the last three preceding Financial Year i.e 2023-24, 2024-25 & 2025-26 and up to the date of this application.

We also confirm that our firm is not debarred by RBI or any other Regulatory Body from doing Audit.

Sign:

Name:

Designation:

Date & Place:

Seal/Stamp: