

**S.N.D.T. Women's University**

i, Nathibai Thackersey Road,  
New Marine Lines, Churchgate,  
Mumbai - 400 020.

Phone : +91 22 2203 1879  
Fax : +91 22 2201 6226



श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन,  
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN  
Website : sndt.ac.in

**Adv.No 06 of 2023 (Temp.)**

**Applications are invited from candidates for the temporary post of Audit Coordinator to be filled in purely on contractual basis for 11 months on fixed honorarium at Finance & Accounts Department. Please visit the University Website. ([www.sndt.ac.in](http://www.sndt.ac.in)) for details.**

  
**Registrar**

**S.N.D.T. Women's University**

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Estb/Gen-101/2023-24/ 732

Dated :- 11/07/2023

Applications are invited from Candidates for the following posts to be filled in purely on contractual basis for 11 months on fixed honorarium at Finance & Accounts Department, Churchgate Campus of the University on or before 18/07/2023.

**Audit Coordinator : 01 (Finance & Accounts Department, Churchgate Campus - 01)**

The essential qualifications, experience and honorarium for the said post, as prescribed by the University is as follows.

**Post : Audit Coordinator - 01  
(Finance & Accounts Department, Churchgate Campus - 01)**

**Honorarium : Rs. 40,000/- per month**

**Qualification for Audit Coordinator :-**

1. Inter CA / M.Com / B.Com with Accounting Experience for atleast five years.
2. Dealt with Auditors for yearly audits.
3. Prepared Financial Statements.
4. Handled Taxation Matters such as TDS returns filing, TDS notice, GST Returns.

**Coditions For Appointment :-**

1. Appointment shall be for contractual period of 11 months only.
2. A bond will be signed for the same.
3. Any extension for the contractual period shall be on the basis of satisfactory work report of Finance & Accounts Officer.
4. No permanent position shall be allocated against this post.

**Age :** Not less than 18 years of age and not more than 38 years age in case of person belonging to General Category and not more than 43 years of age in case of persons belonging to Backward Classes.

**Language :** Essential Marathi, Hindi and English.

Application on a plain paper indicating the name, address, contact number, educational qualifications, experience etc. for the post applied for, alongwith self attested copies of Certificate be submitted to the **Office of the Registrar, S.N.D.T. Women's University, 01, Nathibai Damodar Thackersey Road, Churchgate Campus, Mumbai - 400 020** on or before 05:00 p.m. 18/07/2023.

(DR. VILAS D. NANDAVADEKAR)  
REGISTRAR