

Pipavav Railway Corporation Limited, a joint sector company of Ministry of Railways and Gujarat Pipavav Port Limited invites application for the INTERNAL AUDITORS of the Company as under:

1. All applications should be sent to the Company's Corporate office as mentioned below:

**The Senior Vice President,
Pipavav Railway Corporation Limited,
B-1202 (B- Wing), 12th Floor,
Statesman House, 148- Barakhamba Road,
New Delhi - 110 001.**

2. Application should be in a sealed cover. The sealed cover should be mentioning “**Application for Internal Auditors**”
3. The application should be accompanied with the detailed bio-data containing the firms set up, experience, staff strength, number of partners etc. Firm should give their quotes of all-inclusive fee and for the audit assignment. Applicable taxes should separately be mentioned.
4. Application must be submitted to the Company latest by **1800 HOURS on 5th October 2018**

Eligibility Condition

1. A Firm of Chartered Accountants having expertise in auditing of the Company. The Firm should have minimum experience of **10 Years** in auditing.
2. Experience of auditing of Public Sector Undertakings (PSUs), Railways' organizations/companies, if any to be mentioned.
3. The Firm should have set-up in **New Delhi**.

Term of the assignment

The appointment of the Internal Auditors will be for a period of **two years** (from 1st April 2018 to 31st March 2020). The term is further extendable for another period of one year at the discretion of the Company.

Conduct of the Audit

1. The audit shall be conducted on a quarterly basis for each quarter (i.e. April-June, July-Sept so on). A team of the experienced and qualified staff will be deputed by the firm after end of each quarter for conduct of the Audit not later than 10th of the month following the end of the relevant quarter. The team shall conduct the

Audit as per the Scope of the Work and will issue a draft report to the Management not later than the end of the month following the relevant quarter.

2. The draft report will be discussed by the Senior partner of the Firm with the management of the Company and be finalized and delivered within one week after considering the discussion.
3. A senior partner of the firm will attend all the meetings of the Directors/Committees wherein the internal auditors report will be discussed.

However, for the first time, the firm will depute team for the audit within a week on acceptance of the audit assignment.

Scope of the Work

The scope of the work broadly includes the checking & verification of all financial and accounting records and transactions of the Company, compliance of company's policies and procedures, compliances under various statutes such as tax, corporate, commercial and other related laws, physical verification of the various assets of the Company, human resource matters, secretarial matters, reporting on the internal financial control systems of the Company, suggestion for the improvement in the company's process and systems, any other related matter, etc.

A detailed scope of the work will be given along-with the appointment letter.

Place of Audit

The place of audit will be Corporate office of the Company at New Delhi.

23rd September 2018