


Rayat Shikshan Sanstha, Satara  
Head Office : Karmaveer Samadhi Parisar, Satara.  
[www.rayatshikshan.edu](http://www.rayatshikshan.edu)  
Phone – (02162) 233857/232444/234566  
E-mail: secretary@rayatshikshan.edu

## **WANTED- Chief Auditor & Junior Clerk (Audit)**

Rayat Shikshan Sanstha, Satara is a premier educational institution in Asia established in the year 1919 by Padmabhushan Dr. Karmaveer Bhaurao Patil. Sanstha is catering education to more than half a million students through its 12000 plus employees and 700 plus branches spread over 15 districts of Maharashtra and one district of Karnataka state of India. Sanstha is recipient of National and State awards for its noble work in education. This huge spread is being managed by its head office, set up at Satara, Maharashtra.

Online applications are invited from eligible candidates for the posts of **Chief Auditor & Junior Clerk (Audit)** to be appointed at the Audit Department, Head Office of Rayat Shikshan Sanstha, Satara. For further details do refer Sanstha website.  
[www.rayatshikshan.edu](http://www.rayatshikshan.edu), [www.rayatrecruitment.com](http://www.rayatrecruitment.com)



  
Secretary,  
Rayat Shikshan Sanstha, Satara



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Online applications are invited from eligible candidates for the posts of **Chief Auditor & Junior Clerk (Audit)** to be appointed at the head office of Rayat Shikshan Sanstha, Satara.

Sr.	Designation	No of post	Educational Qualification	Experience Required
1	<b>Chief Auditor</b>	01	<ul style="list-style-type: none"> <li>Chartered Accountant having work experience of Auditing of educational institutions / schools / colleges will be preferred</li> <li>Preference will be given to the candidates having knowledge of internal audit of Educational Institutions, G.S.T. and Income Tax etc.</li> </ul>	Minimum 5 years
<ul style="list-style-type: none"> <li><b>Chief Auditor Post-</b> The candidate who have applied before and paid application fee need not to apply again.</li> </ul>				

Sr. No.	Designation	No of post	Educational Qualification	Experience Required	Age Limit
1.	Junior Clerk (Audit) (Sanstha Pay Scale)	11	M.Com, MSCIT, Typing English 40 or Marathi 30, Tally certificate essential, Ms-Excel, IT and English communication., G.D.C.&A. असणा-या उमेदवारांना प्राध्यान्य.	3 year relevant experience. सनदी लेखापाल यांचेकडील अथवा शासकीय / निमशासकीय / शैक्षणिक संस्थेच्या ऑडिट कामाचा अनुभव आवश्यक व जास्त अनुभव असणा-या उमेदवारांना प्रथम प्राध्यान्य. * ऑडिटमधील अनुभवाचे उमेदवार उपलब्ध न झाल्यास अकौंटंट, ज्युनि. क्लार्क, स्टोअर, परचेस आणि खाजगी कंपनीतील अनुभव विचारात घेतला जाईल.	Age up to - 40 Years (अर्ज सादर करण्याच्या अंतिम दिनांकास वय वर्ष ४० किंवा त्यापेक्षा कमी असावे)

**Conditions:**

1. Educational qualifications, experience, pay scales etc. applicable for the post is as per the norms prescribed by Rayat Shikshan Sanstha, Satara.
2. Salary expectations should be mentioned by applicant in the application.
3. Apply online on [www.rayatrecruitment.com](http://www.rayatrecruitment.com) giving full particulars along with, resume, Letter of experience, supportive documents mentioned in resume before 07/01/2026 to the undersigned.
4. Application received after the last date will not be considered. The Sanstha will not be responsible for postal delay if any.
5. Original documents need to be produced at the time of interview.
6. All rights regarding the appointment process and selection of candidates is reserved with the management of Rayat Shikshan Sanstha, Satara.

Place: Satara



  
Secretary  
Rayat Shikshan Sanstha, Satara



## **Duties & Responsibilities of Chief Auditor**

- To work with trustees and management to ensure a system is in place which ensures that all major risks of the charity are identified and analysed, on an annual basis
- To plan, organize and carry out the internal audit function including the preparation of an audit plan which fulfils the responsibility of the department, scheduling and assigning work and estimating resource needs so that internal audit of all the branches is completed on timely basis.
- To report to both the audit committee and management on the policies, programmed and activities of the department.
- To sign the internal audit reports of all the branches.
- To coordinate coverage with the external auditors and ensure that each party is not only aware of the other's work but also well briefed on areas of concern
- To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation
- To review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management
- To work with management to ensure a system is in place which ensure that all major risks are identified and analysed, on real time basis.
- To report on the value for money that the charity obtains in all its activities with special regard to economy, efficiency and effectiveness
- To conduct any reviews or tasks requested by trustees, the audit committee, chief executive or finance director, provided a such reviews and tasks do not compromise the independence or objectivity of the internal audit function
- To provide both management and the audit committee with an opinion on the internal controls.
- To co-ordinate with Account & Finance Department for preparation of annual budget.
- To co-ordinate with Statutory Auditors, Central Statutory Auditor for timely completion of Statutory audit.
- To co-ordinate with tax consultant for timely filing of Income tax return with income tax department.
- Such other responsibilities as may be entrusted by the officials & trustees from time to time.

## **Skill Set Requirement for –**

### **Junior Clerk (Audit) : ( on the field)**

01. Time management – scheduling.
02. Work under pressure and long hours.
03. Attention on accounting details.
04. Computer proficiency in Ms-excel and Tally.
05. Openness in communication.
06. Critical thinking.
07. Data management and cross checking.
08. Record keeping.
09. Communication skills.