

JOB DESCRIPTION

Job Title	Result Audit
Department	Audit
Location	Gurugram
Experience	0–2 Year
Employment Type	Contractual
Qualification	Graduate in any discipline; candidates with a computer-related background will be preferred.

Who are We?

Construction Skill Development Council of India (CSDCI) is a Section 8 non-profit organization established under the mandate of NSDC to promote skill development in India's construction and infrastructure sector.

CSDCI builds competencies, nurtures employability and facilitates employment opportunities and that which go to build a sustainable economic activity besides making India a 'Skill Capital of the World, while building capacity and enabling skill development outcomes through ethical, transparent, and effective management.

Job Summary

We are looking for a fresher/experienced candidate to join our Audit team as a Result Audit Executive. The candidate will be responsible for performing result-related audits, verifying candidate and assessment data, identifying discrepancies, maintaining audit records, and supporting the result publication process.

The candidate will receive training on the required audit procedures, guidelines, and relevant portals before handling the assigned work.

Responsibilities

A. Key Roles & Responsibilities

- Identify discrepancies, missing information, incorrect data, and other irregularities during the audit.
- Prepare and maintain audit reports, discrepancy reports, and result-related records.
- Ensure that all required data and documents are properly verified before result publication.
- Assist in the result publication process after completion of the required verification.
- Maintain proper records of audited batches and their status.
- Coordinate with the concerned team whenever clarification or correction is required.
- Follow defined SOPs, guidelines, timelines, and audit checklists.

Abilities

- Good knowledge of MS Excel and MS Word.
- Basic knowledge of Google Sheets will be an advantage.
- Strong attention to detail.
- Ability to work with large volumes of data.
- Good communication and coordination skills.
- Willingness to learn new portals, systems, and audit procedures.
- Ability to complete assigned work within defined timelines.

Share your cv to : sagar@csdcindia.org , harishyam@csdcindia.org

For Construction Skill Development Council of India