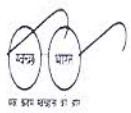
	<p>DELHI JAL BOARD: GOVT. OF NCT OF DELHI OFFICE OF THE ASSISTANT COMMISSIONER (D) VARUNALAYA PHASE-II: KAROL BAGH NEW DELHI-110005</p>	 <small>विरेंद्र सिंह</small>
<p style="text-align: center;">STOP CORONA "WASH YOUR HAND" "WEAR MASK" "MAINTAIN SOCIAL DISTANCING"</p>		

NO.DJB/AC (D)/Accounts Executive/2021/ 1183

DATED: 14/10/2021

Subject : Engagement of Accounts Executive in Delhi Jal Board.

Please find enclosed herewith a copy of notification for uploading on DJB website immediately.

Enc.l :- As above



(VIRENDER SINGH)
ASSISTANT COMMISSIONER (D)

EE (EDP)

Prag-I (EDP)
AE

S.D.V.
18.X.2021
EE (EDP)



DELHI JAL BOARD: DELHI SARKAR
OFFICE OF THE ASSISTANT COMMISSIONER (D)
VARUNALAYA PHASE-II, JHANDEWALAN, NEW DELHI-110005

NOTICE INVITING APPLICATION

Applications are invited from the eligible Retired Accounts Officer/Assistant Account Officers (Central/State Government) or CA/ICWA/ Experienced M.Com/C.S having knowledge of Tally software, balance sheet, Government Rules, Double Entry System, Fixed Assets, preparation of Accounts & financial statement etc. purely on **Contractual basis** at a fixed monthly emolument of **₹ 50,000/-** for a period of 03 months for finalizing the Accounts Statement of DJB :

Name of the Post	:	ACCOUNTS EXECUTIVE
No. of Post	:	10
Emoluments (Fixed)	:	₹50,000/- Per Month
Period	:	03 Months

The contractual engagement will be subject to the following terms & conditions:

1. The contractual engagement will not vest any right to claim for regular appointment in Delhi Jal Board or for continued contractual engagement. The contractual engagement can be terminated by the Department at any time without assigning any reason or notice.

2. The department will not bear any kind of liability/responsibility during the period candidates remains on contractual engagement with DJB except of payment of remuneration fixed by the department per month for his/her service rendered to the department.

3. The candidate shall have to give one month notice or deposit an amount equal to one month emolument if the candidate wishes to terminate the contract.

4. The department shall monitor his/her performance and depending upon his/her performance, his/her further continuation will be decided accordingly. The decision of the Administration of DJB will be final in this case. His/her engagement on contract basis may be terminated at any time in case his/her performance/attitude is found unsatisfactory without any notice.

5. In case, the candidate is already employed, the candidate should submit the NOC from the employer.

6. Canvassing in any form will render the candidate disqualified for the post.

7. The candidate should not have been convicted by any Court of Law.
8. If any declaration/information furnished is found false or if any material/facts suppressed wilfully, the contractual engagement will be terminated forthwith.
9. All the disputes will be dealt in the legal jurisdiction of Delhi only.
10. DJB will not hold any responsibility of incident/accident occurred to him/her during contractual engagement.

Application along with attested copies of Certificates with Marksheet and other relevant documents must reach the office of **Assistant Commissioner (D), Delhi Jal Board, Room No-211, Varunalaya Phase-II, Jhandewalan, New Delhi-110005** within 15 days of publication of the advertisement. The proforma is also available on the website of Delhi Jal Board i.e. www.djb.nic.in and filled proforma with requisite documents may also be mailed ac.ddjb@gmail.com.

Candidate can also drop the application in the '**Drop Box**' placed at reception counter, Delhi Jal Board, Varunalaya Phase-II, Jhandewalan, New Delhi-110005.

Note:- Applications should be furnished as per under mentioned format. The envelop should be marked in bold letter in respect of the post applied.

Format of Application

BIO-DATA

1. Post applied for : **ACCOUNTS EXECUTIVE**
2. Name (in CAPITAL letter) :
3. Fathers' /Husbands' Name :
4. Date of Birth :
5. Educational Qualifications :
6. Professional Qualifications (Accounting Field):

Name of the Organization (Retired/Working)	Qualifications	Year of Retirement	Post (Retired/Working)

7. Experience, (In sequential order) :
8. Residential/Correspondence address with Telephone/Mobile No.
09. Email address :

I hereby declare that the information given as above is true to the best of my knowledge and belief and nothing has been concealed therfrom.

Encl:-

Place:.....

Date:.....

Signature of Applicant

Name of Applicant