



**PALIKA SERVICES OFFICERS' INSTITUTE
VINAY MARG, CHANAKYAPURI
NEW DELHI – 110 021**

Applications are invited from retired Central Govt. Employee/State Govt. Employee/Retired employee of Municipal Bodies /NDMC, drawing pension under 7 th CPC scales for engagement as Accountant in Palika Services Officers' Institute, Vinay Marg, Chanakyapuri, New Delhi on full time basis. The short listed candidates shall be required to appear before an Interview Board in the office of Secretary, PSOI, Room No. 9007, 9th Floor, Palika Kendra, New Delhi-110001 on the date and time of interview to be intimated through email/telephone. The candidates are required to send the duly filled Application in format 'A' along with all documents.

TERMS & CONDITIONS

1. The candidates are required to bring the original duly filled application format in CAPITAL LETTER provided at Annexure-A, and the original documents along with self attested photocopies of the following documents on day of interview : -
 - i) Proof of date of birth i.e. Birth Certificate/Matriculation
 - ii) Education Certificates
 - iii) Experience Certificates
 - iv) Identity Proof
 - v) 2 Passport size photographs
 - vi) Copy of Pension Payment Order

2. **Eligibility Criteria:** -
 - i) Minimum Bachelor's degree in Accounting, Finance, or a related field. Masters degree will be preferred.
 - ii) Minimum 5 years experience of working as an accountant.
 - iii) Proficiency in accounting software and MS Office suite.
 - iv) Proficiency in preparing financial statements/final accounts.
 - v) Thorough knowledge of GST/TDS and other taxations.
 - vi) Strong knowledge of financial regulations and procedures.
 - vii) Strong analytical and problem-solving skills.
 - viii) Ability to work independently and meet deadlines.

3. **Key Responsibilities:**

- i) Manage day-to-day financial operations, including book-keeping, accounts payable and receivable and general ledger maintenance.
- ii) Prepare and analyze financial statements, budgets, and financial reports.
- iii) Perform reconciliations of bank statements and financial records.
- iv) Ensure compliance with financial regulations and internal policies.
- v) Collaborate with internal stakeholders to provide financial insights and support decision-making processes.
- vi) Assist in the preparation of annual budgets and financial forecasts.
- vii) Filing of all type of returns in time.

4. **Appointment & Tenure:** The appointment is purely on temporary basis for a period of 01 (one) year extendable on the same terms and conditions at the sole discretion of the competent authority depending upon the quality of services provided by the candidate.

5. **Emoluments per Month:** The salary/remuneration for this position will be determined on the basis of qualifications and experience of the candidates. However, the proposed monthly consolidated salary/remuneration is Rs. 30,000/- to 40,000/- per month according to qualification and experience of the candidate.

6. **Working Hours:** The timing for working in PSOI will be 12.00 noon to 08.00 PM for 6 days a week (weekly off on Sunday).

7. Selection Criteria: The short listed candidates will be interviewed by an Interview Board and final selection will be made on the basis marks awarded.

8. Secretary, PSOI reserves the right to fill or not to fill the above post.

9. No TA/DA will be paid for appearing in the interview.

10. Selection shall be subject to verification of the documents and as per the above mentioned terms & conditions.

11. PSOI may cancel the appointment of any candidate during the tenure without assigning any reason.

12. How to Apply: Interested candidates may submit their applications before **05.00 PM on 10.09.2023** by hand/post to Secretary, Palika Services Officers' Institute, Vinay Marg, New Delhi-110 021. Applications received after this time/date will not be accepted/entertained. **Please indicate "Application for the post of Accountant" on the envelope.**

13. Application Deadline: **10.09.2023**

Note: Only shortlisted candidates will be contacted for further evaluation.

10. Details of Experience: -

Sl. No.	Name of organization	Post Held	Last salary drawn (per month)	Period		Remarks, if any
				From	To	

I solemnly declare that the above statements made by me in the form are correct and true to the best of my knowledge and nothing has been concealed thereof.

(Signature of Applicant)

Place:

Date: