

Assam Police Housing Corporation Limited
Rehabari, Assam

Vacancy Announcement

Applications along with Prescribed Application form, are invited from intending retired Assam Finance Service (AFS) Officers only, for engagement on contract basis under ASSAM POLICE HOUSING CORPORATION LIMITED.

The applicants may have to appear for a interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfill the prescribed eligibility before applying details of which are available in the below noted website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Sl. No.	Name of the Post	No. of Post
1	Chief Accounts Officer	1 (one)

The application, complete in all respects in the prescribed application form and along with testimonials should be submitted on or before 12-03-2024 and addressed to:

To THE MANAGING DIRECTOR,
ASSAM POLICE HOUSING CORPORATION LIMITED,
REHABARI, GUWAHATI, ASSAM,
PIN 781008,.

Applications received at Assam Police Housing Corporation Limited (APHCL) after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application.

Further details along with prescribed application form may be seen / downloaded at slprbassam.in
OR police.assam.gov.in

Sd/-

Managing Director, APHCL
Assam, Rehabari, Guwahati – 8

1. Name of the Post: Chief Accounts Officer.

No. of posts-1 (One).

Essential Qualification & Experience:

- Only retired Officers of the rank of Senior Financial Adviser or equivalent of Assam Finance Service shall be eligible to apply for the post. Such officer having past service experience of Assam Accounts Service will be an added advantage and as per guidelines issued by competent authority from time to time.

Duties and Responsibilities:

The duties and responsibilities of the Chief Accounts Officer shall be governed by the instructions given in the Delegation of Financial Rules, 2022, Govt. of Assam.

In addition to the above, the Chief Accounts Officer as the head of the Accounts Wing shall supervise and ensure the following functions:

- Preparation of budget estimates.
- Scrutiny of bills.
- Maintaining a watch on the expenses with reference to the budget estimate & as per prescribed provisions.
- Monthly bank reconciliation of balances as per books of the authority with the balances as per the books of the banks in which the authority has kept its Bank A/c.
- Compilation of monthly, quarterly accounts data for submission to Govt. or such authority as and when required.
- Preparation of Annual Accounts for audit.
- Dealing with correspondence relating to audit objections and inspection reports till these are finally settled.
- To maintain Accounts properly.
- As the head of the Accounts wing, the Chief Accounts Officer should supervise and ensure:
 - Proper maintenance of various records.
 - Posting of cash book daily, its closing and submission to him by the Accountant/ Accounts Assistant.
 - Posting of the ledger on a daily basis for each month by working out the ledger totals under different heads and agreements with the closing cash / Bank balances as per the cash book.
- Any other duties and responsibilities that may be assigned to him/her from time to time.

Duty Station: Guwahati

Remuneration: Rs. 48,715.00

Prescribed Application Form
(To be downloaded)

Recent Passport Size
Photograph

ASSAM POLICE HOUSING CORPORATION LIMITED

REHABARI, GUWAHATI, ASSAM, PIN 781008

Post applied for [please put(✓) mark against the post.:

Chief Accounts Officer

Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

2. Gender: Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):

Date Month Year

4. Complete Age as on (01-01-2024) Years.

5. Name of Father:

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6. Name of Mother:

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7. Name of Spouse (if applicable):

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8. Present Occupation, if any:

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9. Educational Qualifications(HSLC/HSONWARDS):

Name of Examination	Name of School/College with full Address	Board/Council/University	Year of Passing	Class/Div./Grade
(HSLC or Equivalent)				
(Higher Secondary)				
(Degree)				

10. Particulars of position in APSC for entry of Assam Finance Service:

Year	Position in the merit list

11. Computer Proficiency(Yes/No):

12. Experience(Please give details thereof and use extra sheets, if necessary):

Name of Office/ Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

13. Language(s) Known:

14. Address for Correspondence:

Pin Code:

15. Permanent Address of the Applicant:

Pin Code:

16. EmailID,if any:

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17. Telephone/MobileNo.(s),if any:

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18. Additional work experience, if any

UNDERTAKING

1. I hereby declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for Educational Qualification / Computer Proficiency and Age.]
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

NOTE:

APPLICANTS ARE ADVISED TO SUBMIT THE APPLICATION BEFORE THE CLOSING DATE

To
THE MANAGING DIRECTOR,
ASSAM POLICE HOUSING CORPORATION LIMITED,
REHABARI, GUWAHATI, ASSAM,
PIN 781008,