

ASSAM POLICE HOUSING CORPORATION LTD.

:::REHABARI:::GUWAHATI-8:::

No. APHC/EP/5-440/2018/ II

Dated: 04/03/2024

To,

✓ The Assistant Inspector General (Admin),
Assam.

Sub: Advertisement for post of one CAO.
(Chief Accounts Officer)

Sir,

With reference to the above, I am to request you to upload the below noted advertisement along with connected documents at the website police.assam.gov.in in connection with selection of a Chief Accounts Officer at APHCL, Rehabari, Guwahati.

This has the approval of the Director General of Police, Assam.

Submitted for your kind necessary action.

Enclo. 1. Hardcopy of the advertisement along with connected documents.
2. Softcopy of the advertisement.

Yours faithfully,


Managing Director, APHCL
Assam, Rehabari, Guwahati – 8

Copy forwarded for favour of kind information to:-

Sri G.P. Singh, DGP, Assam cum Chairman, APHCL, Rehabari, Guwahati.

sd/-
Managing Director, APHCL
Assam, Rehabari, Guwahati – 8

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

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:

