### ASSAM POLICE HOUSING CORPORATION LTD. :::REHABARI:::GUWAHATI-8:::

No. APHC/EP/5-440/2018/11

Daled: 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

MASSAM, Rehabari, Guwahati – 8

Copy forwarded for favour of kind information to:-

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

5d/¬ 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 thepurpose. 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.

SI. 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) afterthe 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 envelopecontaining 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 andensure 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

RecentPassportSize Photograph

Continued.....p2

# <u>Prescribed Application Form</u> (To be downloaded)

#### ASSAM POLICE HOUSING CORPORATION LIMITED

#### REHABARI, GUWAHATI, ASSAM, PIN 781008

Post	applied for[,	pleas	e pui	t(√)n	nark	agai	nst ti	he po	st.:										
	Chief Acc	count	s Of	ficer															
	se read the i									auoc	+od +	o no	to th	o foll	owin	ıα.			
VVIIII		·	•													_	<b>.</b>		
•	This applica			-	-				-						-	-			
	carefully and write "Not A		•	•			•				)[[[]	S HOU	. арр	псар	ie in	your	Case	e, pie	ase
	WITE NOLF	Applic	abie	(14/-	<b>(</b> )	uie s <sub>i</sub>	pace	prov	iueu.	•									
FILL	IN THE FOLL	∩\\/\N	ic iv	ΙζΔΡ	ΙΤΔΙ	LETT	FRS	ONI V	/·_										
1.	Name of the								-	ivale	nt Ce	rtific	ate:						
2.	Gender:	Mal	e				Fe	male			7								
2	Date of Birth			404 :	ր UC	I C 01			nt co	rtific									
3.	Date	ı(as ı	ecor T	ueu i	п по Мо		equ	ivaie	nt ce	Yea			$\neg$						
	Date				IVIO	11(11				160	11								
4.	Complete Ag	ge as	on(0	1-01	-202	4)			Years	S.									
	, ,	,	,			,													
5.	Name of Fat	her:																	
6.	Name of Mo	ther:						,											'
7	Name of Spo	ouse(	if ap	plical	ole):	•	1			1		1					•		
8.	PresentOccu	upatio	on,if	any:															
					ļ														

9. Educa	tional	Qua	lifica	ation	s(HS	LC/H	Sonv	ward	s):												
Nameof Examination	Name of School/Col Address									Board/Council/ University			/	Yearof Passing							
(HSLCor Equivalent)																					
(Higher Secondary)																					
(Degree)																					
10. Partic		of po	sitic	on in	APS	C for							vice								
	Year				Position in the merit list																
11. Comp	uter P	rofic	cienc	cy(Ye	s/No	):															
12. Experi	ience(I	Plea	se g	ive d	etail	s the	reof	and	use (	extra	she	ets, i	f nec	essa	ry):						
NameofO	ffice/										Pe	riod	of se	ervice	e ren	dere				Paydrawn	
Organiz	Organization			Designation				From				То			Totalperiod (YY-MM-DD)				permonth		
																١.		VI DE	,		
13. Langu	age(s)	Kno	wn.																		
				anda	2001																
14. Addre	55 101	COH	esp	I	nce.							1		1							
	Code:																				
15. Perma	nent /	Add	ress	of th	ne Ap	plica	nt:	1		ı		I	ı	1	I		ı	1	1		

PinCode:

	16. EmailID,if any:
	17. Telephone/MobileNo.(s),if any:
	18. Additional work experience, if any
	<u>UNDERTAKING</u>
	<u>ONDERTARINO</u>
	1. I hereby declare that I fulfill all the conditions of eligibility regarding age limits, educatio qualifications, computer proficiency etc. prescribed for admission to the recruitment.
	2. I have enclosed photocopies of certificates in support of my claim for Educational Qualificatio Computer Proficiency and Age.]
	3. I hereby further declare that all statements made in this application are true, complete a 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 ineligibility being detected before or after the recruitment, my candidature / appointment islia to be cancelled forthwith.
	Place:
	Date: Signature of the Applicant
NOTE:	
	ADDITIONAL ADE ADVISED TO SURNAT THE ADDITIONAL DEFONE THE SUSSING THE

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,