

Detailed Advertisement

Punjab Water Regulation and Development Authority (**PWRDA**) constituted under the Punjab Water Resources (Management and Regulation) Act, 2020 (2 of 2020) with the objective of ensuring the judicious, equitable and sustainable utilization and management of water resources of the State, invites applications for the following post to be filled on deputation from amongst persons serving in Public Sector or on contract from amongst persons retired from Public Sector:

Number and Name of Posts	Gross Monthly Emoluments (Fixed)	Qualifications/Experience	Maximum Age Limit as on 31/03/2022
(One Post) Manager Accounts	Rs 65,000/-	A person who is working as ACFA or who has retired from the post of DCFA or an equivalent post, by whatever nomenclature it may be known.	65 Years

Note:

1. **‘Public Sector’** means Union Government or any State Government, Public institutions, organizations managed or owned Government, including statutory bodies, urban local bodies, Panchayati Raj institutions, public sector undertakings and autonomous bodies.

ImportantPoints

1. Appointments will be on a contract for a period of two years which may be renewed up to a period of another three years based on performance at the discretion of the PWRDA. The employee will have no right to renewal of the contract. Serving employees in the public sector may opt to be placed on deputation with PWRDA with the consent of their parent department.
2. The appointment will be governed by the terms of the contract and the Service Regulations as framed/amended by the PWRDA from time to time. Employees on deputation will be governed by the terms of their deputation.
3. PWRDA may short list the candidates on the basis of the information given in the application.
4. The short-listed candidates may be asked to take a computer test on accounts related software, and to appear for an interaction or interview. No candidate will have any vested right of being called for interview.
5. Last date for submission of applications is 31/03/2022. Applications received after 5pm on the last date will not be entertained.
6. Applications must be sent by email to:pwrda.recruitment@gmail.com
7. The application must be signed and scanned properly.
8. All documents attached with the application must be self-attested and scanned.
9. Applications must be filled in the given format. All columns must be filled.
10. The self-declaration is mandatory.
11. The candidate must mention whether he is opting for a contractual appointment or wants to join on deputation. Only a serving person can opt for deputation. His application must be routed through his parent department.
12. Application must be complete and correct. Incomplete applications will be liable to be summarily rejected.

Indicative Role and Functions of Manager Accounts

1. Maintaining and managing the Fund of the Authority as per the provisions of the Act, Rules, Regulations etc.
2. Accounts, compliance with financial rules, procurement rules etc.
3. Monitoring
 - a) Book keeping in electronic format,
 - b) Accounting and financial software services.
4. Billing and outstanding, recoveries of over-dues and arrears.
5. Budgeting, monthly and quarterly accounts (receipts and expenditure) statements.
6. Audit, including post audit and pre audit.
7. Procurement, tenders, quotations, invoices, taxes, statutory deductions and contributions, payroll, salaries, wages.
8. To liaise with Banking, deposits, investments, cash management.
9. Any other duties and work related to accounts, finance, budget and audit etc.

Application
Format

Affix a recent
Passport Size
Photograph

- A. i) Application for the post of _____
ii) Whether seeking contractual appointment or Deputation (Specify): _____

B. Details of Personal particulars:-

1. Name of Applicant: _____
2. Father's Name: _____
3. Date of Birth and Age: _____
4. Nationality: _____
5. Email ID: _____
6. Mobile: _____
7. Permanent Address: _____
8. Correspondence Address: _____
9. i) Whether working or retired: _____
ii) If retired, indicate date of retirement/post/organisation: _____
iii) If working, indicate name of post/Organization/period of service: _____
iv) Last Pay/Gross Emoluments: _____
10. Qualifications:

S.no	Stream	Board/University	Marks Obtained	Year of Passing	Remarks, if any
------	--------	------------------	----------------	-----------------	-----------------

11. Experience Details:

S.no	Designation	Name of Organisation	Experience In years & months (Approx.)	Time Period	Remarks, if any
------	-------------	----------------------	--	-------------	-----------------

- C. Brief Note on how the candidate is suitable for the job (Not more than 150 words):

D. Declaration:

Declaration regarding criminal proceedings or vigilance/departmental inquiry initiated in the past or pending against the applicant. If the applicant has faced or is facing any criminal proceedings or vigilance/departmental inquiry, give details of the same.

- E. Declaration that the information furnished in the application and copies of documents attached are true and that nothing material has been concealed.

DATE:

(SIGNATURE AND FULL NAME)

Enclosures: (Enclose scanned and copies self attested)

1. ID Proof
2. Proof of Service/retirement
3. Certificates of educational qualifications
4. Proof of experience, if required.