

GOVERNMENT OF ASSAM  
OFFICE OF THE MANAGING DIRECTOR  
GUWAHATI METROPOLITAN DRINKING WATER & SEWERAGE BOARD (GUWAHATI JAL BOARD)  
TRIPTI TOWER, 1ST FLOOR, GANESHGURI, GUWAHATI-781005

No. GJB/GEN/04/2023/15

Date: 06/10/2023

Applications in the prescribed format are invited from interested candidates willing to work in mission mode for engagement on contractual basis (initially for 11 months and may be extendable) for the following posts in the office of the Guwahati Metropolitan Drinking Water & Sewerage Board (Guwahati Jal Board).

Sl No	Name of the Posts	No of Post	Max Age Limit	Qualification & Experience	Consolidated Remuneration
1	Accountant	1	35 Years as on last date of submission of application	Commerce Graduate with Honors in Accountancy from a Govt. recognized University. 5 years of experience in Accounting and Book Keeping out of which 3 years of similar experience required in Govt./Semi Govt./PSU/ Externally Aided Projects (EAP) <b>(Refer ToR for details)</b>	INR 35000/- to 45000/- depending on Qualification and Experience
2	Accounts Assistant	1	35 Years as on last date of submission of application	Commerce Graduate with Honors in Accountancy from a Govt. recognized University. 3 years of experience in Accounting and Book Keeping in Govt/Semi Govt/PSU/ EAP/ Reputed Private Organisations. <b>(Refer ToR for details)</b>	Upto INR 28,500/- depending on Qualification and Experience

The candidate must satisfy the minimum educational qualification, experience and age criteria required against the post along with good academic track record. The candidate applying for the post(s) should have aptitude of hard working. **Candidates are requested to go through the Terms of Reference for the detailed qualification, experience criteria and prescribed format.**


**General terms and conditions:**

- Interested candidates should submit their application in the prescribed format along with self-attested copies of certificates of all educational qualification (Pass Certificate & Marks Sheet), experience certificate, age proof and other relevant documents related for the position. Application should be submitted at the following address in person or by post on or before 5 P.M. 20 / 10 /2023 :

The Managing Director,  
Guwahati Metropolitan Drinking Water & Sewerage Board (Guwahati Jal Board),  
1<sup>st</sup> Floor, Tripti Tower, Ganeshguri, G. S. Road,  
Guwahati, Kamrup Metro – 781005, Assam.

The envelope should be superscribe as “Application for the post of \_\_\_\_\_”

2. Applications received after the cited date by post / courier etc. will not be considered under any circumstances.
3. Candidates applying for more than one post shall have to apply separately for each post.
4. The actual date and time of interview will be intimated by e-mail or by telephone to the shortlisted candidates, for which the candidates are required to provide their valid email ID and contact number, positively in the application. Candidates are also requested to check the official websites <https://gmdwsb.assam.gov.in/> for any updates.
5. Engagement of manpower is purely on contractual basis and also not against any sanctioned vacancy/cadre strength/post/position; the service provisions for regular posts including reservations will not be applicable to these engagements.
6. The selection will be on co-terminus basis, initially for a period of 11 months. However, the period of engagement may be extended based on the requirement and satisfactory performance of the incumbent.
7. The candidate must bring his/her original copies of all educational, experience and other relevant certificates, at the time of interview, failing which the candidate will not be allowed to appear for the interview.
8. The candidature of the candidate will not be considered in case of submission of application without full supporting documents.
9. Application shall be submitted in the prescribed format only, otherwise the application shall be rejected.
10. Candidates are also **requested to submit typed application form** and also to make ensure that all the pages of the application form and documents submitted with the application are duly signed. Soft copy of the application form is available in the official website <https://gmdwsb.assam.gov.in/>.
11. No TA/DA etc. will be paid for attending the interview.
12. Canvassing in any form will disqualify the candidature.
13. The Authority reserves the rights to accept or reject any of the applications or whole process without assigning any reasons thereof.

  
Managing Director  
Guwahati Metropolitan Drinking Water &  
Sewerage Board (Guwahati Jal Board)

## **Terms of Reference (ToR) for the position of Accountant**

### **Essential Qualification and Experience and Age Limit(Compulsory Criteria):**

- Commerce Graduate with Honors in Accountancy from a Govt. recognized University.
- 5 years of experience in Accounting and Book Keeping out of which 3 years of similar experience required in Govt./Semi Govt./PSU/ Externally Aided Projects (EAP).
- Maximum Age Limit is 35 Years.

### **Desirable Qualification, Experience and Competencies :**

- Mater Degree of Commerce in Accounting / Finance is desirable.
- Candidates with experience in Externally Aided Projects shall be preferred.
- In depth knowledge of Accounting and Book Keeping process applicable for Govt. Organisations and having hands on experience of maintaining Books of Accounts in Tally ERP 9 / Prime Accounting Software.
- In depth knowledge of Preparation and submission of Budget, FS, FOC, UC etc. to Govt for release of Fund.
- Knowledge of applicable provisions of Income Tax Act, Goods and Services Tax Act and other statutory provisions as applicable.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning and support conclusions using data and facts.
- Excellent documentation and drafting skills.
- Knowledge of Microsoft Office Package specially MS Excel, Word and Power Point and other related applications/systems.
- Ability to work independently as well as in a team.

### **Key Job Responsibilities :**

- Preparation of Annual Budget, submission of the same to the Administrative Department.
- Preparation and submission of FS, FoC for release of Budgeted Fund.
- Preparation of Utilisation Certificate and submission to the granting authority on timely manner.
- Monitoring Budget and Budget Variances, if any, keeping head wise records and available balances at any time.
- Processing of Payments to Internal and External stakeholders as per the contract provisions.
- Maintenance of Books of Accounts and other required Registers etc.
- Documentation of accounting process undertaken, ensuring systematic maintenance of the related records and documents.
- Compliance of all statutory provisions as applicable from time to time.
- Processing of claim submission to the Funding Agency for reimbursement to the State Exchequer of the spent amount under the Externally Aided Projects.
- Liaisoning with Government Departments (Finance, Administrative Department etc.), Banks and with other stakeholders as required from time to time.
- Provide administrative support to the Board as well as the other Projects undertaken under the Board.
- Any other duties as assigned by the Authority.

### **Remuneration:**

The monthly Consolidated remuneration will be in the range of 35,000/- to 45,000/- per month depending on qualification, experience and competency of the candidate.

**Period of Engagement:**

The contractual engagement shall be initially for a period 11 months with a provision of further extension, subject to the requirement and satisfactory performance of the incumbent. The position is purely on contractual basis and shall not be eligible for demanding any right of employment for permanent post or any other benefit other than the remuneration as cited above.

**Place of Posting :**

At Head office of Guwahati Metropolitan Drinking Water & Sewerage Board (Guwahati Jal Board) or any other places under the jurisdiction of Guwahati Jal Board.

Sd/-

Managing Director

Guwahati Metropolitan Drinking Water &  
Sewerage Board (Guwahati Jal Board)

## **Terms of Reference (ToR) for the position of Accounts Assistant**

### **Essential Qualification and Experience and Age Limit(Compulsory Criteria):**

- Commerce Graduate with Honors in Accountancy from a Govt. recognized University.
- 3 years of experience in Accounting and Book Keeping in Govt/Semi Govt/PSU/ EAP/ Reputed Private Organisations.
- Maximum Age Limit is 35 Years.

### **Desirable Qualification, Experience and Competencies :**

- In depth knowledge of Accounting and Book Keeping process having hands on experience of maintaining Books of Accounts in Tally Accounting Software.
- Knowledge of applicable provisions of Income Tax Act, Goods and Services Tax Act and other statutory provisions as applicable.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning and support conclusions using data and facts.
- Excellent documentation and drafting skills.
- Knowledge of Microsoft Office Package specially MS Excel, Word and Power Point and other related applications/systems.
- Ability to work independently as well as in a team.

### **Key Job Responsibilities :**

- Assist in Preparation of Annual Budget, FS, FoC and UC.
- Monitoring Budget and Budget Variances, if any, keeping head wise records and available balances at any time.
- Processing of Payments to Internal and External stakeholders as per the contract provisions.
- Maintenance of Books of Accounts and other required Registers etc.
- Documentation of accounting process undertaken, ensuring systematic maintenance of the related records and documents.
- Compliance of all statutory provisions as applicable from time to time.
- Liaisoning with Government Departments (Finance, Administrative Department etc.), Banks and with other stakeholders as required from time to time.
- Provide administrative support to the Board as well as the other Projects undertaken under the Board.
- Any other duties as assigned by the Authority.

### **Remuneration:**

Monthly Consolidated remuneration upto INR 28,500/- per month depending on qualification, experience and competency of the candidate.

### **Period of Engagement:**

The contractual engagement shall be initially for a period 11 months with a provision of further extension, subject to the requirement and satisfactory performance of the incumbent. The position is purely on contractual basis and shall not be eligible for demanding any right of employment for permanent post or any other benefit other than the remuneration as cited above.

**Place of Posting :**

At Head office of Guwahati Metropolitan Drinking Water & Sewerage Board (Guwahati Jal Board) or any other places under the jurisdiction of Guwahati Jal Board.

Sd/-

Managing Director

Guwahati Metropolitan Drinking Water &  
Sewerage Board (Guwahati Jal Board)