

HARYANA LABOUR WELFARE BOARD

Boys No. 29-30, Sector-4, Panchkula (Haryana)
E-mail: hlwb51hry@gmail.com
Tel : 0172-2660226

The Haryana Labour Welfare Board intends to engage Junior Accountant as per Part-II of Out sourcing Policy Govt. of Haryana (amended from time to time). The engagement will be purely on contract basis for a period of one year or till the joining of any regular employee whichever is earlier. The application on prescribed proforma should reach in this office on or before 23.01.2018. The date of written examination will be intimated in due course. The selected person will be posted in the office of the Welfare Commissioner, Haryana Labour Welfare Board, Panchkula.

The details of essential qualification, experience, remuneration are as under:-

Sr. No	Name of post	No. of post	Qualification/Experience	Age as on 1-1-2017	Remuneration
1.	Junior Accountant	01 (General)	a) Bachelor of Commerce from any recognized university. b) One year experience as Computer Operator. c) Knowledge of Hindi upto matric.	18 to 42 years	As per Part-II of Outsourcing Policy of Govt. of Haryana.

GENERAL INSTRUCTIONS:-

1. The eligibility of candidate will be determined as on the date of advertisement.
2. The candidate who fulfills the requirements will be called for written examination in due course along with Original documents and self attested photocopies of certificates of qualifications, experience and passport size photographs.
3. Applicants appearing with incomplete documents will not be entertained.
4. The candidate, if employed with any Autonomous/Government or private sector may bring "NOC" from their employer at the time of interview.
5. The experience of keeping accounts of any Board/Corporation or Autonomous body of Government of Haryana in Tally software shall have an added advantage for the candidate applying for the post.
6. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
7. The selected candidates shall have no claim for appointment on regular basis by

virtue of being appointed in contractual basis.

8. The application on prescribed proforma(Annex I) alongwith attested copy of certificates on should reach in this office on or before 23.01.2018.
9. Interested candidates may also in their own interest ensure that they fulfill the eligibility conditions..
10. Candidates are requested to see website on regular basis for any new announcement in this regard.
11. No TA/DA will be admissible for attending written examination.
12. Canvassing in any form OR on behalf of a candidate will be a disqualification.

Welfare Commissioner
Haryana

HARYANA LABOUR WELFARE BOARD

APPLICATION FOR THE POST OF

Junior Accountant

Affix latest passport size colored photograph
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1. Name of the applicant :
(in Block letters)
2. Father's /Husband's name :
3. Address with PIN code :
 - a) Permanent :
 - b) Correspondence :
 - c) E-mail ID :
 - d) Mobile No. :
4. DOB & age as on the date of advertisement :

5. Educational Qualifications
(Attach attested copies of relevant document)

Qualifications	Year of passing	Board/University	Percentage

6. Experience, if any
(Attach attested copies of relevant documents)

Experience	Period in year	Duration From.....To.....	Name of the Institute

7. Other information, if any

8. List of enclosures

I declare that all information supplied by me, as above are true, complete and correct to the best of my knowledge and belief. I also fully understand that in the event of any information being found false or incorrect, my candidature may be summarily rejected or employment terminated.

Place:

Signature of Applicant