

MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT
22nd FLOOR, S.P.M. CIVIC CENTRE
J.L.N. MARG, NEW DELHI-110002

APPLICATIONS INVITED FOR THE POST OF CHARTERED
ACCOUNTANT IN FINANCE DEPARTMENT IN MCD.

An online application is invited for engagement of Chartered Accountant on contract basis for a period of One year in Finance Department with the following terms and conditions:

Terms of Reference:

1.1.1 Scope of Work:

The Chartered Accountant will be required to do the following:

1. The MCD has an income and expenditure budget of approximately Rs. 25280.00 Crores for Financial Year 2022-23. It has approximately 1.20 lakh employees of different categories. There are 12 zones and approx. 80 divisions. The accounts section is working in each zone and HQ for disbursement of salary and other allowances of the employees. The primary record of cash book and other record are generated in accounts office. On an average 6000 vouchers per month are attached with the Zonal Accounts office for booking of expenditure in account books. The income and expenditure account of each zone are compiled by incorporating the expenditure as per cash books of divisions. At the end of the month, the account of 12 Zones and one HQ are merged to prepare one account of MCD. After preparation of annual accounts, these accounts are required to convert into double entry system and preparation of balance sheet for which there is need to engage one professional Chartered Accountant.
2. To help in evaluation of technical bids of various tenders to facilitate examination of balance sheet, profit and loss statements, income and expenditure statements, solvency certificate, various compliances of GST and income tax etc.
3. MCD has been designated as nodal agency to maintain MP. As per MP fund guidelines, audit of these funds is also carried out by an independent external auditor which is mandatory in order to release.
4. To help in investing surplus money lying in the GPF, GIS and other account. These funds are generally invested in the short term FDs in Nationalized and private banks by calling of sealed bids. The scope of

further improvement in the prevalent system exists. The help can further improve and yield from the investment.

5. After unification, MCD is trying to augment its revenue by exploring the development of its assets from commercial aspects through PPP mode. To evolution of various components viz. internal rate of return (IRR), Net present value (NPV), Break even, maintenance cost with a rate of inflation etc.
6. To help in framing the financial policies and practices adopted by MCD which reflects it's professional and balance approach in accounts. These policies are evaluated by the external agencies at the time credit rating and reflect in the credit worthiness of an organization.
7. Any other accounts/finance related work to be assigned to him time to time. However, the professional does not allow to take another work from any party other than the work assign to him during the period of contract.
8. No Government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.
9. (i) No Class I Officer shall, except with the previous sanction of the Government, permit his son/daughter or other dependant, to accept employment in any company or firm with which he has official dealings or in any other company or firm having official dealings with the Government.

Provided that where the acceptance of the employment cannot await prior permission of the Government or is otherwise considered urgent, the matter shall be reported to the Government; and the employment may be accepted provisionally subject to the permission of the Government.

(ii) A Government servant shall, as soon as, he becomes aware of the acceptance by a member of his family of any employment in any company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that company or firm:

Provided that no such intimation shall be necessary in the case of a Class I officer if he has already obtained the sanction of, or sent a report to the Government under clause (i)

10. No Government servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Government servant shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

1.1.2 Facilities:

No facilities other than the office space will be provided. The professional should bear all the incidental Expenses. Fixed Pay @ Rs. 1,00,000/- per calendar month be paid. He/She will be allowed only one holiday per month.

Terms of payment:

Payment will be released to the professional on calendar month basis.

1.1.3 Period of contract:

Period of contract will be one year only.

1.2 Technical Qualification Criteria:

1.2.1 The Professional must be registered with Institute of Chartered Accounts of India (Self attested copy to be enclosed mentioning the registration number).

1.2.2 The age of professional must be between 30 years to 50 years.

1.2.3 Have minimum five year experience as Chartered Accountant.

1.2.4 Have experience in government audit/accounts. A certificate for the same must be incorporated with the application.

1.2.5 Individual has not been debarred or blacklisted in any government organization.

1.3 The MCD may at its sole discretion and at any time during the evaluation of proposal disqualify the professional, if the professional.

i) Made misleading or false representation in the forms, statements and attachment submitted in proof of the eligibility requirements.

ii) Submitted a proposal that is not accompanied by required documentation or is non-responsive.

- iii) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc.
- iv) Failed to provide clarifications related thereto, when sought.
- v) Was declared ineligible by the Government of India/State/UT Government/ULBs/PSUs for corrupt and fraudulent practices.
- vi) Notice period of one month in writing by either party for contract to be terminated.

Disclaimer:

MCD reserves right to:

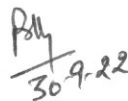
- a) Reject any/all proposals without assigning any reasons thereof;
- b) Relax or waive off any of the conditions as deemed necessary in the best interest of MCD and the objective of the scheme without assigning any reasons thereof.

A Bio-data proforma is annexed as Annexure 'A'.

All applications must be reached upto 15.10.2022 on the below mentioned address:

Director (Personnel), M.C.D.
Central Establishment Department
22nd Floor, SPM, Civic Centre,
J.L.N. Marg, New Delhi – 110002

On email – director-ced@mcd.nic.in


30.9.22
(P K Jolly)
Admn. Officer (Estt.)

**APPLICATION FOR THE POST OF CHARTERED ACCOUNTANT IN
MUNICIPAL CORPORATION OF DELHI ON CONTRACTUAL BASIS**

Recent passport
size photo

1. Name in Block Letters :
2. Father's/Husband Name :
3. Date of Birth (in Christian era) :
4. Mobile No. :
5. E-mail ID :
6. Present Address :
7. Permanent Address :
8. Educational Qualifications :
(Self attested copies enclose)
9. Registered with Institute of Chartered :
Accounts of India. (Self attested copies
enclose)
10. Working Experience as Chartered :
Accountant (Years) (Self attested
copies enclose)
11. Working Experience as Chartered :
Accountant in any Govt./PSUs firm
(Years)
(Self attested copies enclose)
12. Address of Company/Firm where :
working
13. If any ineligible by the Government of :
India/State/UT Govt./ULBs/PSUs for
corrupt and fraudulent practices.
14. Any Family member working in MCD :
(If Yes, given the details)

I hereby declare that the above mentioned particulars/details are correct to the best of my knowledge and belief

Place:

(Signature of Individual)

Date: working