

Date: 23.05.2019

NOTICE

**VACANCY FOR THE POST OF ASSISTANT ACCOUNTS OFFICER ON  
CONTRACT BASIS**

Applications are invited from Indian Nationals (Citizens of India as defined in the Constitution of India or under any law made by the Parliament to regulate the rights for citizenship) for filling up one existing vacancy of **Assistant Accounts Officer** and also for preparing a panel for filling up future requirements, purely on contractual basis for Delhi International Arbitration Centre (DIAC). Initially, the contract shall be for a period of one year. However, the contract can be terminated at any point of time without assigning any reason whatsoever, without any notice. However, the candidate engaged on contractual assignment will have the option to give up his assignment by giving one month's advance written notice. The selected candidates shall have no right to claim regularisation or continuation of service. The last date for receipt of the applications is **13.06.2019**.

**Post: Assistant Accounts Officer**

(a) **Essential Qualification:** Possessing the following qualifications:-

i) Diploma in Subordinate Accounts Service (SAS) Part I & II with Graduate in Commerce Stream from a recognized University;

**OR**

ii) Qualification/Certificate from ICWA;

**OR**

iii) Should be Certified Management Accountant (CMA) from recognized institution.

Besides the above the candidate should be having adequate knowledge in Budget and Cash with five years of working experience in Accounts in any reputed organisation.

(b) Age: Age should not be below **25 years** and over **45 years**.

(c) Mode of Appointment: Eligible candidates will be called for interview.

(d) Remuneration: A consolidated remuneration of **Rs.47,600/-** per month.

(e) Number of Vacancies: **01 (One)**.

**[A] Mode of Selection**

Selection for the post of Assistant Accounts Officer shall be made on the basis of interview.



**[B] How to apply**

Interested candidates can submit their applications (directly by hand or through post) addressed to:

**The Co-ordinator  
Delhi International Arbitration Centre (DIAC),  
3<sup>rd</sup> Floor, Medical Unit Building,  
Delhi High Court Campus,  
Shershah Road, New Delhi- 110503**

The applications should contain necessary particulars viz.

- (i) Name of Candidate
- (ii) Father's Name
- (iii) Correspondence Address (both present & permanent).
- (iv) Telephone number and e-mail address.
- (v) Date of Birth along (with necessary birth proof).
- (vi) Age as on **31<sup>st</sup> May, 2019**
- (vii) Educational & Technical qualifications (with necessary proof).
- (viii) Work experience (with requisite documents and details of prior employment).
- (ix) Two self-attested recent passport size photographs.
- (x) Self-attested photocopies of all the aforesaid documents.


**[C] Rejection of application:**

Illegible, incomplete and unsigned applications and the applications received after the due date shall be rejected summarily without any notice and no inquiry in that regard shall be entertained.

**[D]** The candidates applying for the post must ensure that they fulfil the eligibility criteria for the post. The candidature shall be purely provisional at all stages and shall be subject to their satisfying the prescribed eligibility conditions. If on verification at any stage, it is found that the candidate does not fulfil any of the eligibility condition OR information furnished by the candidate is incorrect, his / her candidature for the post shall stand cancelled without any notice or further reference. **While applying for the posts, the applicant should also bear in mind that the selected candidates may have to work even at odd hours and on holidays, if so required.**

**[E]** The date of Interview shall be notified on the website of High Court of Delhi i.e. <http://delhihighcourt.nic.in/>. No separate information shall be sent to the candidates in this regard.

**[F]** No TA/DA shall be payable to the candidates for appearing in the interview.

  
**Navjeet Budhiraja**  
Additional Coordinator  
Delhi International Arbitration Centre (DIAC)