

HARYANA URBAN DEVELOPMENT AUTHORITY

Applications are invited for the posts of Chief Accounts Officer, Senior Accounts Officer, Accounts Officer

Last Date for submission of applications : 31.07.2014

Name of the Posts	Total No. of posts	Grade Pay	Requirements
Chief Accounts Officer	02 General = 02	Rs. 15600-39100+7600 GP	(a) Qualification & Experience: (i) Associate member of the Institute of Chartered Accountants of India with five years experience in a firm or a Government undertaking of repute. (ii) Hindi/Sanskrit upto Matric standard or Higher Education.
Senior Accounts Officer	04 General = 03 S.C. = 01	Rs 15600-39100+6000 GP	(a) Qualification & Experience: (i) Associate member of the Institute of Chartered Accountants of India with three years experience. (ii) Hindi/Sanskrit upto Matric standard or Higher Education.
Accounts Officer	09 General = 07 S.C. = 02	Rs 9300-34800+5400 GP	(a) Qualification & Experience: (i) Associate member of the Institute of Chartered Accountants of India. (ii) Hindi/Sanskrit upto Matric standard or Higher Education.

General Conditions

- i. For general category, age limit shall be 17 years to 40 years on the last date of receipt of application.
- ii. For reserve categories, age limit shall be 17 years to 45 years on the last date of receipt of application.
- iii. The application may be submitted on the prescribed application form which is available on the website of HUDA.
- iv. The experience shall be counted as on the last date of submission of applications.

After scrutiny of the applications received in this office, candidates will be appointed through interview. If the number of candidates are ten times the number of posts advertised or more at any time, then one screening test containing objective type questions shall be taken. The total candidates three times the advertised posts shall be short listed for interview based upon their performance in the screening test.

For more details, please contact:-

Website : www.huda.govn.in

**Chief Controller of Finance,
HUDA, Sector-6, Panchkula
Phone No.0172-2566378**

Attach a
Recent
passport size
photographs

HARYANA URBAN DEVELOPMENT AUTHORITY
C-3, Sector-6, Panchkula Haryana - 134109

APPLICATION FORM FOR EMPLOYMENT

POSITION APPLIED FOR:		
Address for communication		
Permanent Address		
Telephone no(with STD code)	Office:	Residence
Mobile number		
e-mail id		
Date of birth (mm-dd-yyyy)		
Religion & Caste	SC/ST/OBC/ Backward Classes/Ex-servicemen/Widow /General (Tick the Appropriate one)	

Criteria	As per advertisement	Possessed by the candidate
Educational qualifications		
Total experience (in years)		
Post qualification experience (in years)		

Experience in Govt./PSU (in years)		
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Age criteria	Specified in advertisement	Possessed by the candidate

Details of academic qualifications (from Graduation onwards)

Sl. No.	Examination passed	Name of University/Institute	Year of passing	Percentage of marks

Details of work experience (in the descending order)

Sl. No	Designation	Organisation	Nature of duties performed	Period (mm-yyyy)		Pay scale
				From	To	

Certified that the information furnished above are true to the best of my knowledge and belief.

Signature :

Name :

Date :