

File No

APPOINTMENT TERMS AND CONDITIONS

Government of NCT of Delhi has set up Delhi e-Governance Society (DeGS) to administer the implementation of e-governance projects of Delhi. The Society is **100% owned by Government of NCT of Delhi** and it works under Department of Information Technology, GNCTD. The details of society are available at <http://www.degs.org.in>.

The Society has been mandated to facilitate all technical assistance or help to create organize, and maintain centralized data-warehouse, departmental database information repository, and software-library into various Departments, Institutions, Agencies etc.

Requirement:

The DeGS immediately require one part time Account Assistant for DeGS for the period of one year purely on contractual basis. The candidate will have to manage/prepare and reconcile accounts of DeGS under the supervision of AO, DeGS.

The details of Qualification, skills and experience are given below: -

Role	Post	Qualification	Experience	Age	Skills	Reimbursement (All inclusive) per month
Account Assistant	01	CA or CA Finalist	02+years' experience in the field of accordingly	24 to 45 as on 01 st Jan 2017	Preparation of Accounts on regular basis and bank reconciliation	Rs. 15,000/-

The Shortlisted candidates will be invited for the interview in the 2nd week of the July 2017 in the office of Delhi e-Governance Society, 8th Level, B-Wing Delhi Secretariat, IP Estate New Delhi. The candidate shall report to the venue on or before 12:00 noon on the date of interview along with original documents and one CV. After reporting time, no candidate will be allowed for interview.

-Director, DeGS-