

**THE MEMBER SECRETARY, PUNJAB PRISONS DEVELOPMENT BOARD-CUM-
ADDITIONAL DIRECTOR GENERAL OF POLICE (PRISONS), PUNJAB**

SCO: 8-9, Near Hotel Oyster, Sector 17 A, Chandigarh.

Recruitment Notice: 01/2023-24

Punjab Prisons Development Board (PPDB) under the aegis of Department of Prisons, Punjab is executing a number of projects pertaining to strengthening of prison and correctional administration particularly correctional interventions, welfare of prisoners and prisons' staff and expanding prison industries. Quotations are invited for hiring **one (01) Chartered Accountants Firm** and applications are invited for appointing **one (01) Accountant** purely on temporary basis initially for a period of 06 months which may be extended depending upon the performance of the firm and the appointee; and as per the requirement of PPDB:

I. Chartered Accountants Firm:

- The interested firms should possess a Certificate of Practice issued by the Institute of Chartered Accountants of India (ICAI) and should be based at Chandigarh, SAS Nagar (Mohali) or Panchkula only.
- The firm should have been in operation for 03 years after its registration.
- The Chartered Accountants should not have been debarred or cautioned by ICAI.
- Interested firms should send their rate quotations for following services along with their application:
 - (i) Audit of Accounts.
 - (ii) Preparation of Balance Sheets.
 - (iii) Filing of I.T. Returns.
 - (iv) Filing of G.S.T. Returns.

Interested CA Firms based at Chandigarh, SAS Nagar (Mohali) and Panchkula can visit this office on any working day to assess the scope of work, if needed.

II. Accountant:

- The candidates applying for this position should be graduates with first class in Commerce from a recognised University.
- Should have done Computer Course – 120 hrs. ISO certified along with expertise in Tally Software, MS Excel and MS Word.
- Should have minimum 02 years of experience working as an Accountant.
- Should have qualified in Punjabi language up to matric standard.
- Should be less than 37 years of age as on the date of applying for the said position.

- The appointee will be paid the gross monthly salary as per applicable D.C. Rates of Chandigarh (UT).
- He/she will be working during the office hours/days of the week as per the norms of the Govt. of Punjab and shall be allotted the tasks and duties in the Prisons Headquarter.

IMPORTANT INSTRUCTIONS FOR INTERESTED FIRMS/CANDIDATES:

1. The interested CA Firms meeting all the pre-qualification criteria as mentioned above should send an application, along with the copy of Certificate of Practice issued by ICAI, rate quotations for the aforementioned scope of work with relevant details in a sealed envelope superscribed as "Application for Chartered Accountants Firm" to the Member Secretary, Punjab Prisons Development Board-cum-Additional Director General of Police (Prisons), Punjab, SCO: 8-9, Near Hotel Oyster, Sector 17 A, Chandigarh, on or before 11.03.2024, 05:00 pm. Applications received after the said date and time will not be accepted/considered.
2. The interested candidates applying for the position of Accountant should send a signed application, along with Curriculum Vitae (CV) and copies of educational qualifications, computer course certificate & work experience documents through registered/speed post, to the Member Secretary, Punjab Prisons Development Board-cum-Additional Director General of Police (Prisons), Punjab, SCO: 8-9, Near Hotel Oyster, Sector 17 A, Chandigarh, on or before 11.03.2024, 05:00 pm. Applications received after the said date and time will not be accepted/considered.
3. For determining candidature, eligibility and selection criteria, the decision of the PPDB shall be binding and mere application does not entitle a candidate the right to participate in the final selection process. Only the candidates found to be eligible shall be called to appear for interview. Any candidate found to be lacking the basic qualifying criteria can be disqualified at any stage. No communication for rejection of candidature shall be issued. The decision of the Member Secretary, PPDB in this regard shall be binding and final.
4. PPDB reserves the right to defer, cancel or postpone the selection process at any time without assigning any reasons.



(Surinder Singh)
Member, PPDB-cum-DIG, Prisons
O/o Member Secretary, PPDB-cum-ADGP,
Prisons, Punjab, Chandigarh