

**DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD.**

(A Government of NCT of Delhi Undertaking)

**Vacancy Notice**

**ADVERTISEMENT FOR ENGAGEMENT OF TWO (02) FINANCE PROFESSIONALS  
(CA/CMA) ON CONTRACTUAL BASIS**

Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC) invites applications from eligible and professionally qualified candidates for engagement of Two (02) Finance Professionals possessing qualification of Chartered Accountant (CA) and/or Cost & Management Accountant (CMA) on contractual basis for strengthening its Finance Division.

**1. Details of Engagement**

| <b>Particulars</b>             | <b>Details</b>                                          |
|--------------------------------|---------------------------------------------------------|
| Name of Position               | Finance Professional (CA/CMA)                           |
| No. of Posts                   | 02                                                      |
| Nature of Engagement           | Contractual                                             |
| Initial Tenure                 | 01 Year                                                 |
| Remuneration                   | 80,000/- per month                                      |
| Conveyance Allowance           | 3,000/- per month                                       |
| Mobile/Communication Allowance | 500/- per month                                         |
| Age Limit                      | Maximum 35 years as on closing date of application      |
| Selection Process              | Scrutiny of Applications followed by Personal Interview |

**2. Essential Qualification**

The candidate must possess:

- Qualification of Chartered Accountant (CA) from ICAI and/or Cost & Management Accountant (CMA) from ICMAAI.
- Minimum Two (02) years of post-qualification experience in Finance, Accounts, Audit, Taxation or Financial Management in Government Organizations, PSUs, Statutory/Autonomous Bodies/ large Corporate/ Chartered Accountant Firm.
- Working knowledge of Ind AS, GST, Income Tax, Companies Act and Audit Procedures.
- Proficiency in MS Excel, Tally/ERP and financial reporting tools.

### **3. Age Limit**

The maximum age of the applicant shall be 35 years as on the closing date of submission of applications.

### **4. Remuneration**

The selected candidates shall be engaged at a consolidated remuneration of ₹80,000/-(Rupees Eighty Thousand only) per month, along with:

- Conveyance Allowance -₹3,000/- per month
- Mobile/Communication Allowance-500/- per month

### **5. Tenure of Engagement**

The engagement shall initially be for a period of One (01) year, extendable further subject to satisfactory performance, organizational requirements and approval of the Competent Authority.

The engagement shall be purely contractual and shall not confer any right upon the selected candidate for regular appointment, absorption or continuation in DTTDC beyond the approved contractual tenure.

### **6. Nature of Duties**

- The selected professionals may be required to undertake duties relating to:
- Finalization of Accounts and preparation of Financial Statements;
- Ind AS implementation and compliance;
- GST and Direct Tax matters;
- Budgeting and financial reporting;
- Scrutiny of financial proposals, tenders and contracts;
- Coordination with Internal Auditors, Statutory Auditors and C&AG Audit;
- Financial appraisal and analysis;
- Statutory and regulatory compliances;
- Internal financial controls; and
- Any other financial/accounting work assigned by the Competent Authority.

### **7. Mode of Selection**

The selection shall be made through:

Stage-I: Scrutiny of applications based on prescribed eligibility criteria.

Stage-II: Personal Interview of shortlisted eligible candidates.

Only shortlisted candidates shall be called for Personal Interview. The decision of DTTDC regarding short listing and selection shall be final, subject to approval of the Competent Authority.



## 8. General Terms & Conditions

1. Candidates must ensure that they fulfill all the prescribed eligibility conditions as on the closing date of application.
2. Mere submission of an application or fulfillment of eligibility criteria shall not confer any right upon the candidate to be called for interview or engagement.
3. DTTDC reserves the right to shortlist candidates based on qualifications, experience and suitability for the position.
4. DTTDC reserves the right to increase/decrease the number of vacancies or cancel/modify the recruitment process at any stage without assigning any reason.
5. The selected candidate shall be required to produce original certificates/documents relating to qualification, experience, age and professional membership at the time of interview/joining.
6. Any false information, suppression of facts or submission of forged documents shall result in cancellation of candidature/termination of engagement, as applicable.
7. The selected candidate shall be required to comply with the rules, regulations, office procedures and confidentiality requirements of DTTDC.
8. The selected professionals may be required to work beyond normal office hours depending upon the exigencies of work.
9. No TA/DA shall be payable for attending the interview.
10. The engagement shall be subject to verification of credentials and other documents submitted by the selected candidate.
11. The selected candidate shall not claim any regular appointment or absorption in DTTDC on the basis of such contractual engagement.
12. Any matter not specifically covered in this advertisement shall be decided by DTTDC/Competent Authority and such decision shall be final.

## 9. How to Apply

Eligible and interested candidates may submit their applications in the prescribed format along with self-attested copies of relevant certificates/documents relating to:

- Educational/Professional Qualification;
- Date of Birth;
- Post-qualification experience;
- Professional membership, wherever applicable; and
- Any other document as specified in the application form.

The application should be submitted through Email / speed post on or before 10 days from the date of publication of the advertisement in newspaper.



#### 10. Contact Details

**Personnel Division of Delhi Tourism & Transportation Development Corporation Ltd.**  
(DTTDC) 18-A, DDA, SCO Complex, Defence Colony, New Delhi-110024

Website: [www.delhitourism.gov.in](http://www.delhitourism.gov.in)

Email: [personneldivision123@gmail.com](mailto:personneldivision123@gmail.com)

DTTDC reserves the right to amend, modify or cancel any of the terms and conditions of this advertisement, wholly or partially, without assigning any reason.





## Format

### Engagement of Finance Professionals (CA/CMA) on Contractual Basis

1. Advertisement No. :
2. Name of the position :
3. Nationality :
4. Name :
5. Gender :
6. A photo Id card :  
(may be chosen from any one of these- voter ID, Aadhar card, Pan card, passport)

Paste your  
passport size  
photo here

7. Date of Birth :
8. Father's/Mother's Name :
9. Marital Status :
10. Spouse's Name :
11. Educational Qualifications :  
(Please enclose supporting documents/  
certificates in respect of all the qualifications  
including CA/CMA Final Exam mark-sheet)
12. Additional Certifications :  
(Please enclose supporting documents/  
certificates in respect of all the qualifications)
13. Email ID :
14. Mobile No. :
15. Address for communication :
16. Details of employment in chronological order, if applicable. (If space below is insufficient enclose a separate sheet) (Please enclose supporting documents)

| Department /<br>Institution /<br>Organization | Position<br>Held | From | To | Emoluments | Nature of<br>Duties<br>Performed |
|-----------------------------------------------|------------------|------|----|------------|----------------------------------|
|                                               |                  |      |    |            |                                  |
|                                               |                  |      |    |            |                                  |

17. Language Known :

18. Details of courses/training programmes attended, if any :

19. Details of previous experience of working with government, if any :

20. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a CV or separate sheet, if need be.

21. Remarks, if any

(Signature of Candidate)

Date: