GUWAHATI JAL BOARD

OFFICE OF THE MANAGING DIRECTOR
GUWAHATI METROPOLITAN DRINKING WATER & SEWERAGE BOARD,
JAL BOARD BUILDING, DR. BHUPEN HAZARIKA PATH, KHARGHULI,
GUWAHATI-781 004.

No. GJB/GEN/12/Pt.I/2022/02 Date: 20/11/2026

WALK-IN INTERVIEW

A walk-in interview is hereby called for eligible candidates for the contractual position of Chief Accounts Officer (one position) in Guwahati Metropolitan Drinking Water & Sewerage Board (GMDW&SB).

Date of Interview: 08/12/2026
Time of Interview: 11.00 AM
Reporting Time: 10 A.M. to 11 A.M.
Venue of Interview: Conference Hall of GMDW&SB, Kharghuli, Ghy - 04

Eligibility Criteria:

Educational Qualification:

- Post-Graduation in Commerce / Accounting / Finance or equivalent from a recognised university.
- Preference may be given to candidates with Professional Qualifications such as CA/CMA/MBA (Finance), or equivalent.

Age:

- The candidate should not be more 55 years as on 01/01/2026.

Experience:

- Minimum 10 (ten) years of experience in accounts, budgeting procedures, taxation, audit, and financial management.
- Preference may be given to candidates with experience in externally aided projects or any projects under Central Government / State Government / Autonomous Body / PSU or other Government Agency.

Documents to be Produced

Candidates shall bring **all original documents** along with **one set of self-attested photocopies** of educational qualification certificates, experience certificates, proof of age, and **valid photo ID**, along with a **copy of updated Resume/CV with recent passport-size photograph**, for verification.

Detailed Terms of Reference (No. GJB/GEN/12/2022/209 Dated 06/11/2026) can be seen in the website https://gmdwsb.assam.gov.in.

Note:

- No TA/DA shall be provided for attending the interview.
- Canvassing of any kind, directly or indirectly, shall lead to disqualification of candidature.
- Candidates reporting after the scheduled reporting time will not be entertained under any circumstances.
- The authority reserves the right to postpone or cancel the interview without assigning any reasons thereof.
- All corrigendum/addendum/announcement shall be published in website only.

(Rohan Kumar Jha, IAS)
Managing Director,
Guwahati Metropolitan Drinking Water
& Sewerage Board (GMDW&SB)

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GUWAHATI-781 004.

No. GJB/GEN/12/2022/209 Date: 06/11/2026

Terms of Reference (ToR)
Chief Accounts Officer (CAO)
Organisation: Guwahati Metropolitan Drinking Water & Sewerage Board (GMDW&SB)

1. Background of GMDW&SB:

The Guwahati Metropolitan Drinking Water and Sewerage Board (GMDW&SB) was established by the Government of Assam with a vision to improve the quality of life for citizens in the Guwahati metropolitan area. The Govt of Assam notified an Act vide the order GDD 80/145 dated 21st December 2011 for establishment of GMDW&SB with a mission to provide continuous, uninterrupted, hygienic, piped drinking water and to promote hygienic environment for public by removing and treating waste water and sewage in the Guwahati metropolitan area.

2. Purpose of the Position:

The Chief Accounts Officer (CAO) shall be the authority responsible for overall financial management, accounting, budgeting, financial control, and statutory compliance of GMDW&SB. The CAO shall ensure prudent financial governance, transparency, accountability, and compliance with applicable rules, regulations, and audit requirements.

3. No. of Positions: 01 (One)

4. Place of Posting: Office of the Managing Director, Guwahati Metropolitan Drinking Water & Sewerage Board (GMDW&SB), Kharghuli, Guwahati, Assam.

5. Age, Qualification, Experience & Skills:

I. **Age:** Applicant should not be more than 55 years as on 01/01/2026.

II. **Educational Qualification:**
- Post-Graduation in Commerce / Accounting / Finance or equivalent from a recognised university.
- Preference may be given to candidates with Professional Qualifications such as CA/CMA/MBA (Finance), or equivalent.

III. **Working Experience:**
- Minimum 10 (ten) years of experience in accounts, budgeting procedures, taxation, audit, and financial management.
- Preference may be given to candidates with experience in externally aided projects or any projects under Central Government / State Government / Autonomous Body / PSU or other Government Agency.

IV. **Working Skills:**

The candidate shall possess strong working skills in Government accounting, budgeting, audit compliance, contract finance, statutory taxation, and computerized accounting systems, with proven ability to advise management and supervise finance and accounts functions.

6. Major Responsibilities of the position:

- Assisting the Managing Director, GMDW&SB in the discharge of his financial responsibilities.
- Ensure monitoring and maintenance of Books of Accounts as per the Accounting Standards of ICAI and as per the various Statue in vogue along with effective internal control procedure, in timely manner.
- Ensure maximum collection of receivables and initiate the corrective steps, highlighting the weakness to improve financial performance of the organization.
- To liaise with banks and financial institutions and other Statutory Authorities as and when required.

- Ensure compliance of statutory formalities (TDS, TCS, GST, Income Tax, Professional Tax, Labour Cess etc.) with accuracy and timely manner, ensuring timely audit and finalization of books of account and submission of utilization certificates within standard time frame.
- Monitoring the fund flow for smooth running of organization with financial planning.
- Preparation of Budget and submission for timely release of FS and FOC for implementation of the projects and the Board.
- Identify and asses fund requirement under several component and sub-components.
- Ensuring that all financial regulations are strictly adhered to.
- Ensure timely release of payments to Internal and External stakeholders complying all necessary deductions as applicable under various Laws.
- Compliance of all Statutory Norms and filing of various Statutory Returns under GST, TDS, TCS, Professional Tax, Income Tax as applicable.
- Any other job assigned by the authority from time to time.

7. **Terms & Conditions of Engagement:**

- **Duration:** The engagement of the employee shall be for a period of eleven months initially, which may be renewed on the basis of his performance and requirement of the post.

- **Remuneration and Payment terms:** Depending on the candidate's qualifications, experience, and competency, the consolidated fixed remuneration will be determined and mutually agreed upon. Tentative range is estimated between Rs. 1.50 lakh to 1.80 lakh. Applicable taxes shall be dealt with as per the prevailing law.

- **Termination of Contract:** The employer may terminate the agreement by giving a 30-day notice period or by giving one month's remuneration in advance. The employee may also resign with prior notice of one month or refund of one month remuneration. However, the employer reserves the right to terminate the contract at any time due to any misconduct, misreporting, unsatisfactory performance or negligence in duty.

Note: This is a draft indicative ToR; The MD, GMDW&SB reserves the right to change, update or modify this ToR at any stage during the recruitment process.

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