

Public Notice

Applications are invited for appointment as Account Officer at Punjab B.O.C.W. Welfare Board, Sector-64, Phase-10, Mohali. The details are as under:-

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| Name of the organization | Punjab Building and Other Construction Workers Welfare Board. |
| Name of the Post | Account Officer |
| Pay | Last pay - Pension |
| Period of Contract | One year, which is extendable upto the age of 65 years. (Subject to good performance) |
| Qualification | Retired DCFA/ACFA with S.A.S Test pass plus minimum 5 years of experience. |
| Age Limit | Upto 65 Years |

The terms and conditions of these posts may be seen on the official website of the Board i.e. <https://pblabour.gov.in>.

The application addressed to Secretary Board along with certificates and supporting documents i.e age, qualification and experience must reach the Punjab B.O.C.W. Welfare Board, Labour Department, Model Welfare Centre, Sector-64, Phase-10, Mohali on or before 17.04.2025 by 2.00 PM positively.

Secretary
Punjab B.O.C.W. Welfare Board

Terms & Conditions

- 1) The contractual appointment will be for a period of one year. The contract may be renewed at the sole discretion of Punjab BOCWWB. The contract will be effective from the date of your joining.
- 2) Your total emoluments shall be last pay pension on monthly basis.
- 3) This contract will be governed by the terms of this contract and by the Regulations, office orders and instructions of Punjab BOCWWB in force and as amended from time to time.
- 4) Since your appointment is for a specified period, you will neither have any lien nor any right on the post offered to you. Also, you will not claim any regular employment against this post even if there is such a vacancy.
- 5) You shall report to the Secretary of the Board and perform all duties that may be assigned to you responsibly, efficiently and with due care. You will also maintain a high standard of integrity in your work and conduct.
- 6) You shall be entitled to casual leave of seven days in the first six months and eight days in the subsequent six months of your employment. You will not be entitled to any other leave except leave without pay. The leave will not be a matter of right and will be granted at the sole discretion of the Competent Authority. In case you are found to have absented yourself from duty without leave, you shall render yourself liable for termination of contract without notice from the date of such absence.
- 7) Punjab BOCWWB reserves the right to terminate your employment at its absolute discretion without assigning any reasons after giving a notice of two months, or pay in lieu thereof. However, Punjab BOCWWB shall also have the right to terminate your contract without notice for any misconduct, negligence, or satisfactory performance.
- 8) You may resign from service by giving a notice of two months or depositing requisite pay in lieu of the notice period. However, the Authority reserves the right not to accept your resignation in the event of pending proceedings or for any other reasonable cause.
- 9) You shall not take up any other employment or carry on any business during the period of your contractual appointment.
- 10) You will not, at any time during the course of your contractual employment or on leaving employment with Punjab BOCWWB either on account of expiry of contract, resignation or termination from services, divulge to any person, for any reason whatsoever, information obtained or acquired by you during the course of your employment with Punjab BOCWWB.
- 11) You shall have to restore to Punjab BOCWWB all its property including vehicles, gadgets, furniture, documents etc. upon completion or termination of the contract.
- 12) Your place of work will be the Office of Punjab BOCWWB in Mohali. But you may be sent on tour for work of the Authority, for which you will be paid T.A./D.A. as per instructions of Punjab BOCWWB.
- 13) Any matter regarding the interpretation of this contract shall be referred to the Chairperson of Punjab BOCWWB, whose decision shall be final.
- 14) This offer is being made to you on the understanding that all the information given by you in your application form is correct, true and complete. If it is found at any time that the information given by you when seeking appointment is not true and/or you have knowingly suppressed any significant information, Punjab BOCWWB will have the right to terminate your appointment without any notice and compensation and take legal action under the law against you.
- 15) These terms and conditions shall be changed at any time as per requirement of the Board.