

Board of School Education Haryana, Bhiwani

Public Notice

In supersession of public notice previously published on dated 31-12-2025, the fresh application / bio data from interested Chartered Accountants (C.A.) / Firms for part-time work related to accounts matter are hereby invited in this office through this notice. The Terms & Conditions for said assignment are as under:-

1. The Chartered Accountant must be DISA Qualified and have minimum ten years of experience as C.A. Make sure to enclose self attested copies of all the relevant documentary proof regarding experience, DISA & other Qualifications etc. otherwise the application will not be considered.
2. The Chartered Accountant who meets all the qualifications and experience as prescribed in this notice shall be allowed to join and perform duties himself. The C.A should be the same throughout the term of his engagement in case of selection of a firm.
3. **Description of Work:-**
 - All compliance of GST Act including filing of GST return / scrutiny cases under GST Act.
 - All matters relating to income tax and filing of income tax return / scrutiny cases under Income Tax Act.
 - Preparation and signing of Balance Sheet.
 - Preparation of annual budget, pension trust, vetting of tenders, quotation and checking of all internal files etc.
 - Any other matter not specified above but as per need / requirement of board.
4. Initially the period of contract will be for Two years which can be further extended on yearly basis up to five years on the basis of satisfactory performance of assigned work.
5. The C.A should have to be present twice in a week in office hours i.e. 09:00 am to 05:00 pm.
6. The C.A will have to ensure his presence on intimation from this office in any urgency of work.
7. The remuneration for such work will be determined in accordance with the minimum per visit charges (**including taxes**) obtained from the participating firms. Any other allowance will not be admissible.
8. The remuneration will be paid every month after report of satisfactory work from the concerned branch.
9. The services of C.A can be discontinued any time by the competent authority without any intimation and without giving any reason.
10. In case, the C.A wants to discontinue his services then he must have to submit three months' notice in advance for the same to the competent authority otherwise the firm will be blacklisted.

The last date of receipt of application / bio data is 20-03-2026 upto 05:00 p.m. in the office of Secretary, Board of School Education Haryana, Bhiwani through by hand in sealed envelope or send online to E-mail ratesbseh@gmail.com

Secretary