

**Dattopant Thengadi National Board for Workers Education & Development**  
Ministry of Labour & Employment, Govt of India  
New Delhi

**Vacancy Circular**

**Subject : Appointment of Young Professionals on Contract basis in the DTNBWED, New Delhi**

1. Applications are invited from the eligible Indian citizens for filling up of one post of Young Professional- Social Media in Dattopant Thengadi National Board for Workers Education & Development (an autonomous body under Ministry of Labour & Employment, Govt of India, New Delhi on contract basis. The details regarding the period of engagement , educational qualifications, experience, age, nature of duties etc. in respect of the post are as under :

**Details for the post of “Young Professionals (Accounts Executive)”**

| S. No. | Description                      | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Name of Position                 | <b>Young Professional – Accounts Executive</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2      | Number of Vacancies              | 01 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3      | Method of Recruitment            | Contract Based through Open Market                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4      | Age                              | Not more than 32 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5      | Tenure                           | The engagement would be purely on contractual basis of 01 (One) year. However, being a contractual arrangement, the engagement could be terminated at any time by the competent authority without assigning any reason.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 6      | Essential Qualification & Skills | <ul style="list-style-type: none"><li>• Graduate preferably in Commerce.</li><li>• Proficiency in <b>Tally</b> accounting software.</li><li>• Good knowledge of MS Office (Excel, Word, Power Point).</li><li>• Familiarity with GST, TDS, and other statutory compliance requirements.</li><li>• Strong numerical and analytical skills.</li><li>• Good communication skills and attention to detail.</li></ul>                                                                                                                                                                                                                                  |
| 7      | Desirable & Experience           | <ul style="list-style-type: none"><li>• One year of experience in accounts/finance work will be an added advantage.</li><li>• Knowledge of Government accounting procedures is desirable.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8      | Nature of duties                 | <b>Job Description:</b><br>The Young Professionals (Accounts Executive) will be responsible for: <ul style="list-style-type: none"><li>• Assisting in day-to-day accounting activities, including data entry and ledger posting.</li><li>• Preparation and maintenance of vouchers, bills, and supporting documents.</li><li>• Updating and maintaining financial records in <b>Tally</b> software.</li><li>• Assisting in payroll preparation and related compliance work.</li><li>• Compilation of monthly, quarterly, and annual financial statements.</li><li>• Assisting in bank reconciliation and tracking of payments/receipts.</li></ul> |

|   |                             |                                                                                                                                                                                                                                                                                                                                              |
|---|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                             | <ul style="list-style-type: none"> <li>Supporting in preparation of reports for audit and statutory purposes.</li> <li>Maintaining proper filing (physical &amp; digital) of accounts-related documents.</li> </ul> <p>Any other responsibilities for this role assigned as necessary/appropriate or assigned by the Higher Authorities.</p> |
| 9 | Remuneration (consolidated) | Rs. 30,000/- (Rupees Thirty Thousand only) per month                                                                                                                                                                                                                                                                                         |

2. **General Terms and Conditions of Engagement:** General Terms and Conditions regarding engagement of Consultants viz. Remuneration, Allowances, Age Limit, Leave etc. will be governed by the Guidelines for engagement of consultants/Young Professionals. The Guidelines for engagement of consultants/Young Professionals are available on website of DTNBWED.

3. The above position will be on purely temporary basis and for the period of one year. The competent authority also reserves the right to terminate the appointment at any time without assigning any reason/notice.

4. Applications from eligible candidates for the aforesaid position are invited in the enclosed Application Form. The application should reach the following address before the closing date of this vacancy circular; **the closing date of the Circular is 26.09.2025.**

**The Director General,  
Dattopant Thengadi National Board  
for Workers Education & Development,  
2<sup>nd</sup> Floor, Central Employment Exchange Building,  
Near Govt ITI, Pusa Road, New Delhi -110012**

6. Duly filled application from along with relevant documents may also be sent via e-mail on email : [director-general@cbwe.nic.in](mailto:director-general@cbwe.nic.in) followed by a hard copy.

7. Application received incomplete or after closing date will not be considered. **Only shortlisted candidates will be intimated and called for personal interaction or interview.**

8. DTNBWED reserves the right to reject any application without assigning any reason.

Encls.: As above

Copy to :  
**Official website of DTNBWED**