

**दौलत राम कॉलेज**  
(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

फोन: 011-27667863

ईमेल : daulatramcollegedu@gmail.com

वेबसाइट : www.dr.du.ac.in



NAAC A<sup>+</sup> (3.36) & NIRF 26<sup>th</sup> Rank  
A Star Status by GOI.

*Daulat Ram College*  
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,  
DELHI-110007

PHONE : 011-27667863

Email : daulatramcollegedu@gmail.com,

Website : www.dr.du.ac.in

Ref. No.: DRC/11-Advt./2026/1591

Dated: 20.03.2026

**ADVERTISEMENT FOR THE POST OF ACCOUNTANT (OUTSOURCE)**

Applications are invited from eligible candidates for the recruitment of **one (01) post of Accountant** on outsource basis at Daulat Ram College.

**1. ELIGIBILITY CRITERIA**

- **Educational Qualification:** Graduate/Post-Graduate in Commerce (B.Com/M.Com) from a recognized University.
- **Technical Expertise:** Must be well-versed in **Tally Prime/ERP 9**.
  - Profound knowledge of maintaining Books of Accounts (Ledgers, Cash Book, Bank Reconciliation).
  - Experience in handling TDS, GST, and Income Tax filings.
  - Familiarity with PFMS (Public Financial Management System) and GFR 2017 will be an added advantage.
- **Experience:** Minimum 2-3 years of relevant experience in a Government/Educational Institution or a reputed CA firm. This can be reduced in case of exceptionally bright candidate.
- **Preference:** Female candidates are preferable.

**2. REMUNERATION & BENEFITS**

- **Consolidated Salary:** As per existing University of Delhi / College norms for outsourced staff.
- **Statutory Benefits:** The appointee will be eligible for **EPF (Employer's Contribution)** and other benefits as per the applicable rules of the College/Government.

**3. NATURE OF DUTIES**

- Entry of daily vouchers in Tally.
- Preparation of Monthly Bank Reconciliation Statements (BRS).
- Preparation of Annual Financial Statements (Balance Sheet, Income & Expenditure).
- Liaising with Auditors and handling taxation compliances.

**4. HOW TO APPLY**

Interested and eligible candidates may submit their updated CV along with self-attested copies of educational and experience certificates to the **College address as given below** or email the same to [principaldrc@dr.du.ac.in](mailto:principaldrc@dr.du.ac.in) on or before **6<sup>th</sup> April, 2026**.

The Principal,  
Daulat Ram College, University of Delhi  
7 Patel Marg, Maurice Nagar,  
Delhi - 110007

*Savita Roy*

(Prof. Savita Roy)  
Principal