

## INVITES

Dy. CAO/01/2018

### APPLICATIONS FOR DEPUTY CHIEF ACCOUNTS OFFICER

#### 1. Minimum Qualification and Experience:

**For Outside Candidates:** CA or ICWA and Candidate should have at least 05 years post qualification experience in the field of Finance/ Account / Commerce in a large Limited Company with a turnover of more than 500 crores. Out of 05 years, 02 years' experience should be in a Senior Management Cadre. Experience of power sector companies shall be preferred.

**For Departmental Candidates:** Full time MBA (Finance) from a recognized university with 05 years post qualification experience can also apply for the above post.

#### 2. Job Description:

- Preparation of Annual Accounts - both Standalone and Consolidated under the Companies Act, 2013 and IndAS issued by ICAI.
- Working Capital Management
- Monitoring of Payments & Receipts for the sector as a whole.
- Preparation of MIS Data, Board Notes etc.
- Dealing with Statutory, Internal & C&AG Auditors, Cost Auditor and Tax Audit.
- Handling Income-Tax & Service Tax Assessments, filing of Returns, filing of Appeals before Appellate Authorities.
- Employees Salary & Tax planning.
- Processing of payment and scrutiny of Power Purchase bills, Transmission related charges, Open Access, consultant, legal and miscellaneous etc.
- Approvals of all payments vouchers incidental to the above.
- Supervision and monitoring of suspense account.
- Reconciliation of accounts and correspondence with suppliers, buyers, etc.
- Ensuring timely payments of applicable taxes and TDS, filing of tax returns and compliance to Audit etc.
- Timely establishment/ renewal of Letter of Credit and Bank Guarantee and Insurance matters.
- Regulatory and legal matters related to power purchase and Open Access.
- Incidental work related to above Job Activities.

#### 3. Required Skill:

- Experience in preparation of Final Accounts including Consolidation.
- Indepth knowledge of IndAS, Companies Act 2013.
- Fund Management of Cash Inflows & Outflows.
- Experience in Working Capital Management under Consortium Banking arrangement.
- Indepth knowledge of GST, Income Tax, P.F., TDS etc.
- Experience in employee benefits viz. Salary, Gratuity, PF, Pension etc.
- Experience of working in ERP environment.
- Good presentation skills before Taxation Authorities and other Statutory Authorities.

- Meticulous approach for preparing MIS, presentations, Board Notes etc.
- Knowledge of scrutiny of Purchase bills & legal related work.
- Experience of Supervision and monitoring of suspense account.
- Knowledge of filing of Tax Returns and compliance to Audit.
- Experience of Regulatory and legal matters related to power purchase/open access.
- Knowledge & experience of Procurement of Power under Short Term, Medium Term and Long Term.

4. **Pay Scale:** Rs. 72100 - 119400 plus all other benefits to a regular employee of MGVCL.

5. **Age limit:( As on the date of issuance of the advertisement i.e. 06.01.18):**

- 35 years for UR candidates.
- Relaxation in upper age limit to other categories shall be given as under:

Category	Relaxation
Female Candidates	05 Years
Ex Armed Force Personnel	10 years
Dependent of Retired Employee of the Company	Upto age of 40 years

- ❖ Maximum age relaxation in upper age limit shall be considered as 45 years.
- ❖ Age relaxation will be considered for departmental candidates as per rules.

6. **Fees (Non Refundable):**

Category	Amount
General (UR)	Rs. 500 /-

The applicant has to pay application fees in any of the Branches of State Bank of India or online through Credit Card / Debit Card / Net Banking.

7. **Vacancies:**

There is One Vacancy which is required to be filled by Unreserved (General) category candidate.

\* State Government Domicile Policy shall be followed.

**General Instructions and Information for the candidates (Candidates are required to carefully note):**

1. MGVCL is a multi-locational company having its Corporate Office at Baroda and Five (05) Circle Offices, two at Baroda and one each at Anand, Nadiad and Godhra. Various Divisions/Stores and Sub Divisions under these Circles are situated in Baroda, Panchmahal, Dahod, Anand, Kheda, Mahisagar and Chhotaudepur Districts in Central Gujarat. The above vacancies shall occur at various field offices of the Company and these posts are transferable within the Company.
2. Candidates are required to submit **ONLINE Application** compulsorily.

3. 5% marks (of secured marks in written test) over and above actual marks secured shall be added for Widow Candidates. Widow Candidates, if remarried, shall not be given advantage of grace of 5 % marks. Further, Widow Candidates shall categorically state so and inform if they are remarried, with necessary documentary proofs.
4. The candidates shortlisted for written test/Interview on basis of their “on line applications” shall be required to submit self-attested photocopies of all the relevant certificate and subsequently, the original certificates for verification as and when required.
5. The Management reserves the right to short-list, select and reject any candidates for Written Test / Interview as the case may be for selection.
6. The Management reserves the right to cancel the Selection List at any time at its sole discretion, without assigning any reasons thereof.
7. Knowledge of Computer operations and Gujarati language is essential.
8. Filling up of the post is at the discretion of Management based on suitability of candidates. The management in all matters relating to eligibility, acceptance or rejection of the application made, shall be final and management will not entertain any enquiry or correspondence in this regard.
9. The candidates working in Government / Semi Government or PSU Organization shall have to produce “**NO OBJECTION CERTIFICATE**” from the concerned organization at the time of Written Test / Interview as the case may be, failing which, their candidature will be disqualified.
10. If the selected candidate working in any company or organization, he/she shall have to produce relieving letter from the previous employer at the time of resuming their duty, failing which, their appointment order shall stand cancelled.
11. The post of Deputy Chief Accounts Officer is transferable under the jurisdiction of MGVCL.
12. Canvassing in any form shall debar the candidate from selection.
13. The candidates who have been given grades in their result shall have to submit a certificate issued by their University/Institute specifying exact percentage equivalent to the grades obtained by them along with decimals.
14. In case of name or caste differ due to marriage or other reason in educational certificates, attach the copy of Gazette for transfer of name or caste, failure of which the candidature for the further process will be rejected.
15. Method for Payment of Fees: Generate application number by registering online by filling up the Online Application Form and follow step by step instructions.
16. A Non-Refundable Application Fee of Rs. 500 /- UR Candidates and Bank charges of Rs. 60 /- shall be paid by the applicant to the bank. Application fee once paid will not be refunded on any account.
17. The fee can be paid “online” though Credit Card / Debit Card / Net Banking or in any of the Branches of State Bank of India.
18. No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.
19. Mere submission of application and payment of fees do not guarantee the adequacy of candidature for being considered for the further selection process.

20. No travelling fare will be paid to any candidates for attending the Written Test / Interview as the case may be.
21. The list of Selected Candidates shall be published by MGVCL and shall be displayed on Company's website. The selection published shall be valid for the period of one year from the date of publication of result.
22. More vacancies may arise throughout the year and the appointments are subject to requirement as per roster point applicable from time to time during the year when selection list is in operation.
23. Interested candidates meeting above criteria may apply "on line" on **or before 27.01.2018 before 06.00 P.M.. The online payment shall close on dt. 27.01.18 at 6 pm. The payment of fees shall be made at the Branches of State Bank of India on or before 30.01.2018.**
24. **APPLICANT WHO HAS COMPLETED THE TASK NO.:- 7 (i.e. "FINAL SUBMIT AND CONFIRM APPLICATION") OF ONLINE APPLICATION PROCESS SHALL ONLY BE CONSIDERED FOR FURTHER SELECTION PROCESS.**
25. Application received after closing date and time will not be accepted under any circumstances.
26. Candidates are requested to apply, only if they are fulfilling requisite criteria. Since, we are not seeking all the documents at the time of application submission/ written test, candidate has to doubly ensure that he fulfills all the requisite criteria. All the documents of provisionally selected Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his candidature shall be cancelled immediately and his shortlisting in selection list shall not be a ground for claiming appointment.

**Documents to be produced at time of Written Test / Interview or as and when required:**

1. Online application form alongwith two recent passport size photographs should be affixed on the space provided on the application form.
2. Resume/ Curriculum Vitae.
3. Attested copy of
  - i. School Leaving Certificate
  - ii. Mark sheets of Fulltime CA/ICWA/MBA (Finance).
  - iii. Degree Certificate - CA/ICWA/MBA (Finance).
4. Certificate specifying the percentage equivalent to grades (if applicable).
5. Experience Certificate.
6. NOC from present employer.
7. Domicile certificate, if applicable.
8. Copy of SBI Challan (for payment made at SBI branch)/copy of system generated receipt in case of online payment of application fees.
9. In case of Widow Candidates, necessary documentary proofs.
10. Any Other Certificate/document applicable.

**Note:- Whenever documents are called from the candidates, submission shall have to be made by the candidates within stipulated time, failing which his/her candidature shall be cancelled for the post. It may please be noted that all above stated documents are to be self-attested by the candidate.**

**General Manager (HR)**