

MADHYA GUJARAT VIJ COMPANY LIMITED
INVITES
APPLICATIONS FOR THE POST OF CHIEF FINANCE MANAGER

Sr. No.	Nomenclature	Particulars
01	Qualification	CA/ ICWA
02	Experience	15 (fifteen years' post-qualification experience in a Central / State / Public Sector Undertaking or in a Public Limited Company having turnover not less than Rs. 500 crores per annum. Out of 15 (fifteen) years, 05 (five) years' experience should be in a Senior Management Cadre of the Finance & Accounts Department. Experience in Power Sector companies shall be preferred.
03	Job Description	<ol style="list-style-type: none"> 1. Preparation of Annual Accounts - both Standalone and Consolidated under the Companies Act, 2013 and IndAS issued by ICAI. 2. Working Capital Management. 3. Preparation of Accounts and investment of Corpus of CPF/ Gratuity Trust. 4. Monitoring of Payments and Receipts for the sector as a whole. 5. Preparation of MIS data, Board Notes etc. 6. Dealing with Statutory, Internal & C&AG Auditors. 7. Handling Income-Tax & Goods & Service Tax Assessments, filing of Returns, Appearing before IT Authority, filing of Appeals before Appellate Authorities. 8. Employees' Salary & Tax planning. 9. Finalization of Accounts related to Power Purchase. 10. Reconciliation of Accounts and correspondence with Suppliers, Buyers, etc. 11. Processing of payment and scrutiny of Power Purchase bills, Transmission, Open Access, consultants, legal and miscellaneous. 12. Monitoring billing schedule to ensure timely billing, analyze exception reports to avoid revenue leakage, review disputed cases periodically. 13. Regulatory and Legal matters related to Power Purchase and Open Access. 14. Procurement of Power under Short Term, Medium Term and Long Term.

		<p>15. Annual Budget preparation and financial concurrence in line with Budget and Purchase Policy.</p> <p>16. Ensuring timely payments of applicable Taxes and TDS, filing of Tax Returns and compliance of Audit etc.</p> <p>17. Incidental work related to above activities.</p>
04.	Age Limit	45 Years (as on date of issuance of advertisement i.e. 07.12.2019).
05.	Pay Scale	Minimum of Pay Scale Rs. 1,29,800-2,02,700/- per month & with other benefits as available to regular employee.
06.	No. of vacancy	One

If you meet the above criteria and have the drive and passion towards the profession and willingness of making a career in the Power Sector in Gujarat, fill up the attached **Application Form** and post following documents through **RPAD only** on or before **Date: 30.12.2019** (applications sent through speed post/ courier or any other means except RPAD shall not be considered).

List of documents to be submitted:

- 1) Application Form, duly filled along with one passport size photograph, affixed on the space provided on the application form.
- 2) Detailed Resume.
- 3) Attested copy of:
 - School leaving certificate or any other Birth Proof.
 - Mark sheets of all education qualification.
 - Degree certificate of all education qualification.
 - Experience certificate/ relieving letter from all previous employers.
 - Appointment letter from Present Employment.
 - NOC from present employer for candidates working in Govt./Semi Govt./PSU/Public Ltd.
 - ID proofs like Aadhar/PAN/Voter Id/Driving License.
 - Any other certificate or documents as applicable.
 - Audited financial statements mentioning annual turnover of the Respective Company for every year.

Candidates meeting the above criteria may send their applications as per the Performa attached with recent passport size photographs and photo copies of documents of qualifications, age, and experience, turnover of Company and details of present job profile on or before **Date: 30.12.2019** on following address by **RPAD** duly mentioning on envelope

"Application for the post of Chief Finance Manager".

The GENERAL MANAGER (HR)
Madhya Gujarat Vij Company Limited
3rd Floor HR Department,
Sardar Patel Vidyut Bhavan,
Race Course, Vadodara, Gujarat - 390 007.

GENERAL TERMS AND CONDITIONS:

The candidates are requested to carefully read and note the terms and conditions stated below:

1. Applications received from candidates not submitting any of the above documents/submitting incomplete application form/resume shall not be considered for further process of recruitment.
2. Subsequently, the original certificates should be produced for verification as and when required.
3. Selection will be made on the basis of Personal Interview, if numbers of eligible candidates are 20 or less. Otherwise, the selection will be carried in two stages i.e. On-line/ Written test and Personal Interview having equal weightage of 50% each.
4. The Management reserves the right to short-list, select or reject any candidate as the case may be for selection.
5. The Management reserves the right to cancel the Selection List/Waiting List at any time at its sole discretion, without assigning any reasons thereof.
6. Filling up of the post is at the discretion of Management based on suitability of candidates. The decisions of 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.
7. The selected candidate shall be posted at the office of the Company for which he/she is selected.
8. The candidates working in Government/Semi Government or PSU Organization shall have to produce "NO OBJECTION CERTIFICATE" from the concerned organization whenever asked as the case may be, failing which, their candidature will be disqualified.
9. If the selected candidate is 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.
10. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
11. All the documents of selected candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his/her candidature shall be cancelled immediately and his/her short listing in selection list shall not be a ground for claiming employment.
12. Candidates are requested to visit on www.mgvcl.com for regular updated regarding recruitment and other relevant notifications.
13. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
14. Canvassing in any form shall debar the candidate from selection.

General Manager (HR)

Photograph

Madhya Gujarat Vij Company Limited

Photograph

APPLICATION FORM

FOR THE POST OF CHIEF FINANCE MANAGER

NOTE:-PLEASE SEND YOUR APPLICATION FORM THROUGH RPAD ONLY

Name Mr / Mrs / Miss _____

Address _____

Phone No With STD Code _____ Mobile No. _____

Birth Date _____ Age as on 07.12.2019 _____ years

Email Address _____

Qualification

Name of Degree	Name of University & Institute	Passing Year	Percentage obtained

Experience (Please attach certificate for each experience)

Name of Organization	Designation	Period of Service		Total Experience in Years/Months	Turnover (in Crores) with supporting documents	Role in Management (Junior/ Middle/ Senior)
		From Date	To Date			
Total Experience (In Years & Months)						

I hereby certify that the information submitted by me in the application form is true, complete and correct. I further understand that if any information given herein above is proved false then I am liable for being removed from the post I have applied for. I also certify that No criminal Proceeding is initiated /pending against me and I have never been convicted by any Court of Law.

List of Enclosures:

- 1) One passport size photograph.
- 2) Detailed Resume.
- 3) Attested copy of:
 - School leaving certificate or any other Birth Proof.
 - Mark sheets of all education qualification.
 - Degree certificate of all education qualification.
 - Experience certificate/ relieving letter from all previous employers.
 - Appointment letter from Present Employment.
 - NOC from present employer for candidates working in Govt./Semi Govt./PSU/Public Ltd.
 - ID proofs like Aadhar/ PAN/ Voter Id/ Driving License.
 - Any other certificate or documents as applicable.
 - Audited financial statements mentioning annual turnover of the Respective Company for every year.

Date

SIGNATURE OF APPLICANT