

**INVITES APPLICATIONS FOR THE POST OF
“ACCOUNTS OFFICER”**

Uttar Gujarat Vij Company Limited (UGVCL), a subsidiary of GUVNL (erstwhile GEB), an ISO-9001:2008 Company having consumer-base of around 33 Lakhs, Annual Turnover of Rs. 10,000 Crores (approx) and manpower strength of more than 8600, invites applications from young, dynamic and result oriented Accounts Officer for a challenging career with excellent growth opportunity.

Online applications are invited for the post of Accounts Officer under Uttar Gujarat Vij Company Limited from the eligible candidates as follows:

Job Title	Accounts Officer
Pay Scale	Rs.58500-115800(Revised) plus other allowances as per Company's rules.
Job Profile	<ul style="list-style-type: none"> - Preparation of Annual Accounts under Companies Act, 2013 and Ind-As issued by ICAI - Supervision and handling Company Accounts - Internal Audit - Statutory Audit - Government Audit - Banking & Funds Operation - Revenue Accounting and activities incidental to revenue monitoring - Budgets - Annual Plan - Business Plan - GERC Compliances - Taxation Matters (Direct and Indirect Tax) - To carry out Finance & Accounts functions as per Rules & Procedure under various Statutory Laws - Any other work assigned by the superior
Required skill	<ul style="list-style-type: none"> - The candidate should possess good coordinating & communication skill - Knowledge of Accounting methods - Liaisoning with Govt. Authorities - Good command over English - Knowledge of Computer Operations
Qualification	CA / CMA (ICWA)
Experience	Should possess minimum two years' relevant experience after obtaining minimum qualification. (The Article ship period will not be counted as experience.)
Age Limit	30 years

Relaxation in upper age limit to other categories shall be given as under																									
Category	Relaxation																								
Female Candidate	05 Years																								
Person with Disability Candidate	10 Years Suitable disability for the post :BL(Both Leg),OA (One Arm), OL(One Leg), HH(Hearing Handicapped)																								
<ul style="list-style-type: none"> Maximum age relaxation in upper age limit shall be considered upto the age of 45 years. The upper age limit shall not be applicable in case of Departmental Candidates. The age and experience of candidate shall be calculated as starting on date of online registration. Departmental candidates having equivalent Qualification and matching with experience criteria may also apply. 																									
Vacancy	04 (04 clear vacancy with roster of 4-UR) <ul style="list-style-type: none"> The vacancies may vary depending upon the actual requirement. 																								
Roster Reservation	<table border="1"> <thead> <tr> <th colspan="2">SC</th> <th colspan="2">ST</th> <th colspan="2">SEBC</th> <th colspan="2">UR</th> </tr> <tr> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> <th>M</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>3</td> <td>1</td> </tr> </tbody> </table> <p>Other reservation rules as per GUVNL and GoG guidelines.</p>	SC		ST		SEBC		UR		M	F	M	F	M	F	M	F	0	0	0	0	0	0	3	1
SC		ST		SEBC		UR																			
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FEES (NON REFUNDABLE)	Rs.500.00 for UR & SEBC candidate Rs.250.00 for ST & SC candidates <ul style="list-style-type: none"> If PWD (Persons with Disability) candidate belongs to SC or ST category and fulfils the criteria, fees payable shall be Rs.250/-. The applicant has to pay application fees Online through Credit Card / Debit Card / Net Banking. Bank charges shall be borne by the applicant. Application fee once paid will not be refunded on any account. No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable. 																								

INFORMATION ABOUT ONLINE APPLICATION	
Online application form will be available on company's web site.	Candidates may log on: www.ugvcl.com
Online submission of application commences	12/07/ 2018
Last date for online submission of application	02/08/ 2018
Important Dates	The last date of online application is 02/08/ 2018 11.59 p.m.
General	Knowledge of Gujarati is essential.

Terms & Conditions

A	Online Application	
1.	Candidates are required to apply Online Application only through www.ugvcl.com	
2.	The candidates shall have to generate application number by registering Online by filling up the Online Application Form and follow step by step instructions.	
3.	The link for Online Application will open from 12.07.2018 . Interested candidates meeting with above criteria may apply "Online" on or before 02.08.2018 before 11.59 P.M.	
4.	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; candidate has to doubly ensure that he fulfils all the requisite criteria. All the documents of selected Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his candidature shall be cancelled immediately and his short listing in selection list shall not be a ground for claiming employment/ recruitment.	
5.	Candidates who have completed all the task of Online Application process shall only be considered for further selection process.	
B	Online Exam/Written Test	
1.	The tentative syllabus for the exam will be including but not limited to following topics and emphasis could differ.	
	Financial Accounting	<ul style="list-style-type: none"> ➤ Ind. AS ➤ Financial & Management Accounting ➤ Taxation-Direct & Indirect including GST ➤ Auditing ➤ Companies Act-2013
	Cost & Management Accounting	<ul style="list-style-type: none"> ➤ Costing Techniques ➤ Budget ➤ Cost Audit ➤ Project Planning, Financing, Analysis and Management
	General	<ul style="list-style-type: none"> ➤ Managerial Economics ➤ Management Information & Control Systems ➤ Application of Information Technology in Business
	"The question paper will be in English Language only"	
2.	The question paper for the Online exam shall be consisting of 100 questions and the paper shall be of 100 marks. There shall be negative marking system and 1/4th mark for each wrong answer shall be deducted to arrive at total marks scored.	

3.	The Management reserves the right to short-list, select and reject any candidates for Online Exam as the case may be for selection.
C	Result of Online Exam
1.	As per GSO-3 the minimum eligibility cut off marks for selection will be 50 and above marks for unreserved candidates and 45 and above for reserved candidates. However, the selection will be made purely on the basis of merit considering available vacancies and reservation rules.
2.	5% marks (of secured marks in Online Exam) over and above actual marks secured shall be added in case of Widow Female Candidates. The widow female candidate, if remarried shall not be given advantage of grace of 5 % marks. Further, the widow candidates shall categorically state so and inform if they are remarried with necessary documentary proofs.
3.	While preparing result, if two or more candidates found with equal marks in Online Exam, they will be kept in merit according to their date of birth i.e. elder will be kept in priority to younger and if the date of birth is also found same, then they will be kept in priority according to alphabet seniority of name.
4.	The Selection List as and when required as per the vacancy position shall be drawn from result published. The result published shall be valid for the period of one year from the date of its publication.
5.	The selection for the above posts will be on the basis of marks obtained in Online Exam and subject to reservation rules, documents verification and pre-employment medical examination.
6.	The Management reserves the right to cancel the Selection List at any time at its sole discretion, without assigning any reasons thereof.

D	Other Conditions
1.	The vacancies shall arise throughout the year and the appointment is subject to requirement as per roster point applicable from time to time during the year.
2.	The candidates shortlisted for Online Exam / written test on the basis of their "Online Applications" shall be required to submit photocopies of all the relevant certificates and subsequently, the original certificates for verification as and when required and if not submitted within prescribed time limit; their candidature will be considered invalid.
3.	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 documents verification, failing which, their candidature will be rejected.
4.	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 his/her duty, failing which, his/her appointment order shall stand cancelled.
5.	Caste (Roster category) Certificate of Gujarat State will only be considered.
6.	In case the name or caste differ due to marriage or any other reasons in educational certificates; then candidate shall have to attach the copy of Gazette for change of name or caste, failing which, the candidature for the further process will be rejected.

7.	Minimum 85% of representation in selection will be of local resident of Gujarat State as per GR dtd.31.03.95. The candidate shall have to submit the Domicile Certificate of being resident of Gujarat State if he/she claims appointment under 85% quota. The candidates of Gujarat State are advised to get ready the domicile certificate issued by the Competent Authority of Gujarat State at the time documents verification.
8.	In case of selection, the candidates have to fulfil the requisite physical fitness standards as per company's rules.
9.	No travelling fare will be paid to any candidates for attending the Online Exam and/or for interview whatever may decide.
10.	Filling up of the post is at the discretion of Management based on suitability of candidates. The decision of management in all matters relating to eligibility, acceptance or rejection of the application made shall be final and management will not entertain any query or correspondence in this regard.
11.	Important: The candidates are requested to visit on www.ugvcl.com/career for regular updates / notices related to the recruitment process. The UGVCL does not owe any responsibility in this regard, if candidate fails to note latest updates, no claims shall be entertained. Further the candidate should fill the correct form in every respect and nothing should be concealed or withheld by them. If any information furnished is found false at any time, his/her candidature / appointment will be cancelled without any notice and legal action will be taken accordingly.
12.	Any amendment by UGVCL in regard to pay scale, service rules and other terms and conditions in future shall be part of above recruitment process and shall be binding on the candidate.
13.	Canvassing in any form shall debar the candidate from selection.
14.	If and when required candidates shall be communicated only through their registered mail.
E	<u>Stages of Recruitment Process</u>
	<ul style="list-style-type: none"> • Online Application • Online Exam(Exam Centre shall be within North Gujarat) • After completion of Exam, the candidates can view provisional Question/Answer Key and if any objection can be raised within 4 days on publishing the same. • If any objections are received, same will be put up before subject experts for review and their decision will be final. • Upon completion of above, the result and provisional merit list along with answer key will be published on our website www.ugvcl.com • The candidates will be called for documents verification and pre-employment medical examination considering the vacancies and roster position. Intimation in this regard shall be given on their registered mail only. • Final selection list will be prepared and appointment orders shall be issued to eligible candidates accordingly. • The validity of selection list will be for one year from the date of publishing the provisional merit list.

Documents to be submitted as and when asked by the Company:

(After Online Exam / Written test)

1. Online application form along with two recent passport size photographs should be affixed on the space provided on the application form.
2. Attested copy of
 - i. School Leaving Certificate
 - ii. Marksheets of CA/CMA (ICWA)
 - iii. Degree Certificate
 - iv. Caste (SC/ST/SEBC) Certificate issued by authority of Gujarat State.
 - v. Disability Certificate (for PWD Candidates only)
3. Experience Certificate of relevant field after obtaining minimum qualification.
4. In case of PWD Candidates, Certificate of Civil Surgeon.
5. In case of Ex. Armed Force Personnel, necessary certificate should be attached.
6. Affidavit for genuineness of documents as per attached Proforma(Annexure-I)
7. In case of widow applicants, death certificate of the husband and an undertaking to the effect that the applicant has not re-married.
8. NOC from present employer (If applicable).
9. Domicile certificate in case of candidate belongs to Gujarat State.
10. Any other Certificate/document applicable.

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

Additional General Manager (HR)

ANNEXURE-I
DECLARATION FOR SUBMISSION
OF GENUINE / TRUE
CERTIFICATES / DOCUMENTS
(Stamp Paper of Rs. 100/-)

I, Shri _____, residing at _____
_____ (write name of City / Town) hereby declare as under:

- (1) That I had applied for the post of Accounts Officer arisen at various Circle Offices / Corporate Office of UGVCL and have read the conditions thereof.
- (2) I hereby declare that whatsoever documents submitted by me for consideration to the post of Accounts Officer are true and are not false and fabricated.
- (3) I have been made to understand by UGVCL that if at any subsequent stage it reveals to them that any of the documents submitted by me are false or fabricated I could be removed from the services in view of clause-16 of GSO.7 dated: 04.10.1960.
- (4) I further declare that I have not suppressed any material information or documents of any character which is necessary for obtaining this employment. If at any subsequent stage it reveals that I have suppressed such material information or document which would have debarred me from obtaining employment, I understand that I could be removed from services in view of clause-16 of GSO.7 dtd. 04.10.1960.
- (5) I further declare that if any document submitted by me for the post of Accounts Officer is found false or fabricated or material information or document found to be suppressed by me, I shall not question the decision of the authority for removal of my services in any Court of Law or before any authority.

Signature

Date:
Place: