

**INVITES APPLICATIONS FOR THE POST OF
“Chief Finance Manager”**

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 Chief Finance Manager for a challenging career with excellent growth opportunity.

In order to recruit 01 (One) Chief Finance Managers, UGVCL wishes to invite applications from suitable candidates meeting the following criteria.

| Sr. No | Nomenclature | Particulars |
|--------|-----------------|---|
| 01 | Qualification | CA/CMA (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 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 | The incumbent must possess experience in the following areas : <ul style="list-style-type: none"> • Preparation of Annual Accounts under the Companies Act, 2013 and Ind-As issued by ICAI. • Working Capital Management. • Monitoring of Payments & Receipts for Company as a whole. • Preparation of MIS data, Board Notes etc. • Dealing with Statutory, Internal, C & AG Auditors, Tax Auditor etc. • Handling Income-Tax & Goods & Service Tax Assessments, filling of Returns, Appearing before IT Authority, filing of Appeals before Appellate Authorities. • Employees Salary & Tax planning • Reconciliation of Accounts and correspondence with Suppliers, Buyers, etc. • Processing of payment and scrutiny of bills related to Power Purchase, Material Purchases, Transmission, Open Access, consultants, legal and miscellaneous. • Regulatory and Legal matters related to Power Purchase and Open Access including filling of Tariff Petition etc. • Ensuring timely payments of applicable Taxes and TDS, filing of Tax Returns and compliance of Audit etc. • Incidental work related to above activities. |
| 04 | Age Limit | 45 Years. |
| 05 | Pay Scale | Rs. 1,29,800 - 2,02,700 & Allowances (under Revision) |

Regd. & Corporate Office: Visnagar Road, MEHSANA - 384 001 (North Gujarat)

Telephone: (02762) 222083

Fax: (02762) 223574

Website: www.ugvcl.com

e-mail: agmhr@ugvcl.com

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| 06 | CTC | The post carries approximate CTC of Rs.27.00 Lacs p.a. which includes liberal perks like Housing Facility, Medical Reimbursement, Leave Travel Concession, Encashment of Earned Leaves, Provident Fund, Performance Based Incentive etc. |
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The interested persons, fulfilling the requisite criteria are invited to submit the application through e-mail of recruitment@ugvcl.com / agmhr@ugvcl.in & send the physical application in the prescribed proforma alongwith self-attested copies of all documents mentioned hereunder by RPAD Post on or before **02/08/2018**.

General terms & conditions:

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

1. Candidates are requested to apply only if they are fulfilling requisite criteria.
2. The Management reserves the right to cancel the Recruitment/Selection List at any time at its sole discretion, without assigning any reasons thereof.
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. In case of selection, the candidates have to fulfil the requisite physical fitness standards as per company's rules.
6. No travelling fare will be paid to any candidates for attending the Selection Procedure (i.e. written test / Interview whatever may be decided).
7. 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.
8. The candidates are requested to visit on www.ugvcl.com / [career](http://career.ugvcl.com) 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.

9. 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.
10. Canvassing in any form shall debar the candidate from selection.

Documents to be submitted with the application by RPAD Post:

1. **Attested copy of:**

- School Leaving Certificate
 - Mark sheets of CA/CMA(ICWA)
 - Degree Certificate
 - Caste (SC/ST/SEBC) Certificate issued by authority of Gujarat State.
 - Disability Certificate (for PWD Candidates only)
2. Experience Certificate.
 3. NOC from present employer (If applicable).
 4. Any other Certificate/document applicable.

To,

**Additional General Manager (HR)
Uttar Gujarat Vij Co. Ltd,
R&C Office, Mehsana.**

Additional General Manager (HR)