



Advertisement for the Post the of Dy. CAO

Gujarat Urja Vikas Nigam Limited (GUVNL) is the Holding Company of six functional entities created as a part of restructuring of erstwhile Gujarat Electricity Board (GEB). GUVNL is engaged in the business of bulk purchase and sale of electricity, Supervision, Co-ordination and facilitation of the activities of its six Subsidiary Companies viz. GSECL, GETCO, DGVCL, MGVCL, PGVCL & UGVCL. GUVNL recorded a turnover of Rs.34509 Crores for year ended 31st March, 2016.

In order to recruit 04 (Four) Dy. Chief Account Officers, GUVNL wishes to invite applications from suitable candidates meeting the following eligibility criteria.

Dy. Chief Accounts Officer (Dy. CAO)

- 04 posts

Minimum Qualification:	CA or ICWA
Desired experience:	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.
Job Description:	<ul style="list-style-type: none">• Preparation of Annual Accounts – both Standalone and Consolidated under the Companies Act, 2013 and IndAS issued by ICAI.• Working Capital Management• Preparation of Accounts and Investment of Corpus of CPF / Gratuity Trust.• Monitoring of Payments & Receipts for the sector as a whole.• Preparation of MIS Data, Board Notes etc.• Dealing with Statutory, Internal & C&AG Auditors• 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, Open Access, consultant, legal and miscellaneous etc.• Approvals of all payments vouchers incidental to the above.• Supervision and monitoring of suspense account.• Finalization of account related to Power Purchase.• 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.• Regulatory and legal matters related to power purchase and Open Access.• Procurement of Power under Short Term, Medium Term and Long Term.• Incidental work related to above activity.

Required Skill	<ul style="list-style-type: none"> • 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 Income Tax, Service Tax, 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 Power 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. • Knowledge & experience of Procurement of Power under Short Term, Medium Term and Long Term.
Compensation, Performance Pay & Benefits	<ul style="list-style-type: none"> • The post carries pay in the Pay-Scale of Rs. 27000-44710/- plus all other benefits to a regular employee of GUVNL. (Gross Salary for April-2017 is Rs. 71553/-) • The appointment to the post of Deputy Chief Account officer shall be initially on probation for a period of six months which can be further extended depending upon the performance of incumbent.
Age Criteria	Below 35 years for <u>Un Reserved (UR)</u> category & 40 years for <u>SEBC</u> category as on date of publication of advertisement. (5 years relaxation to Woman candidate)
Vacancies	03 UR Category (01 for Woman) & 01 SEBC Category
Departmental Candidate	Departmental Account Officer possessing the qualification of fulltime MBA (Finance) from a recognized university & 05 years post qualification experience can also apply for the above post.

If you meet the above criteria & have the drive and passion towards the profession making a career in the power sector in Gujarat, then kindly visit our website www.gunvl.com and click on Vacancies to apply online.

An on-line application will only be considered. Interested candidates meeting above criteria may apply ON-LINE up to 06:10 PM on or before **07/06/2017** and keep in touch with website for regular updates if any.

General Manager (HR)
Gujarat Urja Vikas Nigam Limited

General Instruction and Information to the candidates: (Candidates are required to carefully note):

1. Candidates are required to submit online application compulsorily after reading/ understanding following guidelines.
2. Candidates will be shortlisted for On-line Test/ Personal Interview on the basis of their online applications only and they have to submit the authentic photocopies of all the relevant certificates / documents subsequently along with the original certificates / documents for verification.
3. Only those candidates, who are fulfilling the requisite criteria shall apply, if at any stage, it is found that the candidate does not fulfill the requisite criteria, his/her candidature / selection / appointment shall liable to be cancelled also.
4. An administrative charge (non-refundable) of Rs. 500 for Unreserved & SEBC Category is to be paid through Demand Draft only, and payment in any other mode is not acceptable. Candidates are required to obtain DD favoring **Gujarat Urja Vikas Nigam Ltd., Vadodara** before submitting their online application. DD should be obtained from a Nationalized Bank. The details same should be specified correctly in the application. Application Fee **once paid will not be refundable** in any circumstances.
5. **Relaxation in upper age limit to other categories shall be given as Under;**
Maximum age relaxation in upper age limit shall be considered up to the age of 45 years. The above age criteria prescribed are as per the "Yuva Swavlamban Scheme" of Govt. of Gujarat. The upper age limit shall not be applicable in case of Departmental Candidates. Age relaxation for Dependant of Retired Employee of GUVNL & Subsidiaries is up to 40 years (Consider only submission of undertaking). The age of candidate shall be calculated as on date of advertisement.
6. The vacancies may vary depending upon the actual requirement.
7. The reservation for Women candidates and the state domicile policy shall be as per guidelines issued by GUVNL and as per Govt. of Gujarat directives.
8. The management reserves the right to short list, select or rejects any candidate for On-line Test/ Interview as the case may be.
9. The application will be registered for further consideration only after the payment of requisite application fees is confirmed.
10. In case of selection, the candidates have to fulfill the requisite Physical Fitness Standard as per Company's rules.
11. In case of physically handicapped candidate, latest disability certificate of Civil Surgeon indicating the physical disability of 40% or more shall be submitted with application.

12. SEBC candidates should invariably specify the date of obtaining creamy layer Certificate in Gujarati (પરીશિષ્ટ:-૬ પરીશિષ્ટ:-૪ (ગુજરાતી)) issued on or after 01.04.2017 by Competent Authority of Gujarat State.

If the certificate is not available at the time of submission of hard copy of application, the same should be produced on the date of Written Test, failing which the candidate will be considered in General Category subject to fulfilling all the criteria for General Category.

13. In case the name or caste differ due to marriage or other reason in educational certificate; attach the copy of Gazette/ Marriage Certificate for transfer of caste or name, on failure of which the candidature for the further process will be rejected.
14. Candidates who are working in Government/ Semi Government / PSUs have to submit the “**No Objection Certificate**” from the concerned organization at the time of Interview as the case may be, failing which their candidature will be disqualified.
15. The selected candidates shall have to produce reliving letter from the previous employer at the time of resuming his/her duty.
16. For qualifying criteria, the candidate should have passed the final year exam with required % in educational qualification. The candidate submitting transcript instead of mark sheet will not be considered eligible.
17. Application received after closing date will not be acceptable under any circumstances.
18. GUVNL will not be responsible for any postal loss/delay in receipt of application.
19. No travelling fare will be paid to any candidate for attending the written test/interview.
20. Filling up 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 applications will be final and management will not entertain any enquiry or correspondence in this regard.
21. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning reasons thereof.
22. Canvassing in any form shall debar the candidate from selection.

How to Apply:- The candidate should visit website of GUVNL www.guvnl.com and click on vacancies in the tab Tender & Advertisement.

Candidates are requested to take the print out of the filled up application and submit the same with Demand Draft on **or before 14/06/2017 on following address by RPAD / Speed Post.**

General Manager (HR) Gujarat Urja Vikas Nigam Ltd. Sardar Patel Vidyut Bhavan, Corp. Office, Race Course, Vadodara: 390 007

“If the candidate submit the On-line application but do not forward the Hard copy of application form with Demand Draft then such candidature will be invalid.”

Note: - It is compulsory to mention the generated **Application Number** & to write **“Application for the post of Dy. Chief Account Officer** on the envelop.

Important information about ONLINE Application.

Online application form will be available on company website:	www.guvnl.com
Online submission of application commences:	24th May, 2017.
Last date for online submission of application:	7th June, 2017.
Last date for receipt of Hard Copy of online application alongwith other documents.	14th June, 2017.

Documents to be submitted with Hard copy of Application

1. Resume.
2. Two recent passport size photographs.
3. Demand Draft in favour of GUVNL (Full Name of the candidate to be mentioned on the back side of DD).
4. Attested copy of
 - i) School Leaving Certificate
 - ii) Mark sheets of Final year of Graduation & Post Graduation. (In case of Semesters, Mark sheets of last two semesters of the final year).
 - iii) Degree Certificate (Graduation & Post Graduation)
 - iv) PH Certificate (If applicable).
5. Certificate specifying the percentage equivalent to grades (if applicable).
6. Experience Certificates.

Gujarat Urja Vikas Nigam Limited
Sardar Patel Vidyut Bhavan
Race Course, Vadodara (Gujarat)