

RECRUITMENT OF
GENERAL MANAGER (FINANCE & ACCOUNTS)

Uttar Gujarat Vij Company Limited (UGVCL), a subsidiary Company of GUVNL (erstwhile GEB), an ISO-9001:2015 Company having consumer-base of around 37 Lakhs, Annual Turnover of Rs. 14,000 Crores (approx) and manpower strength of more than 9400, invites applications from professionals for the post of:

Applications are invited for the post of **General Manager (Finance & Accounts)** under UGVCL from the eligible candidates as follows:

The incumbents who have applied in response to previous advertisement need not apply again.

01 Vacancy	01 (UR) Location :- UGVCL, Corp. Office, Mehsana
02 Qualification	CA / ICWA
02 Experience	20 (Twenty) 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 20 (Twenty) years, 05 (five) years experience should be in a Senior Management Cadre of the Finance & Accounts Department and/or Commerce Department. Experience in Power Sector companies shall be preferred.
03 Job Description	The post of G.M. (F&A) is the highest position in Finance and Accounts Department in organizational hierarchy and he will be Chief Financial Officer. Therefore, the incumbent should possess experience in the following areas. <ul style="list-style-type: none">- Knowledge of Gujarati is essential.- Ensuring timely and accurate billing to consumers, Revenue Realization from consumers, Revenue management and Treasury functions including sourcing of fund from Financial Institutions and Banks for short term, long term requirements and also for working capital purpose.- Preparation and finalization of Accounts, formation of Accounting Policies, Procedures in compliance with Indian

		<p>Accounting Standards, Electricity Act and other applicable Regulations.</p> <ul style="list-style-type: none">- Budgeting business plan and exercising Budgetary Control Measures.- Preparation of Costs records and Cost Audit Compliances.- Compliance of Internal/External/Statutory Auditor's and C&AG's Audit points and paras.- Representing before various Central and State Government Authorities viz. Electricity Regulatory commissions, Energy & Petrochemicals Department, EPFO, GST/Income Tax Departments, etc.- Processing of payment and scrutiny of Invoices/bills related to Power Purchase, Material Purchase, Transmission charges, Open Access, Consultants, Legal and miscellaneous expenses.- Preparation of Board Notes and representing Financial & Accounting etc. related matters to the Board of Company.- Adherence to the Central/State Govt.'s Policies/Rules for various schemes and effective utilization of GoI/GoG Grants and Subsidies.- Compliances to State/Central Govt. LAQs & all related matters.- Regulatory and Legal matters related to Power Purchase, Open Access, filling of Tariff Petitions etc and court cases pertaining to revenue etc.- Handling Direct and Indirect Tax Assessments, filling of related Tax Returns, Appearing before Tax Authorities, filling of Appeals before Appellate Authorities, High Court, Supreme Court.- Ensuring timely payment of applicable Taxes and Duties and all type of Tax and cess compliances.- Advising the Management from time to time on business performance, revenue enhancement, cost control, financial monitoring etc.- All incidental work related to above activities and any other work assigned by the Management.
04	Age Limit	Maximum 50 Years as on the date of Advertisement. (i.e. 20/08/2021)
05	Pay Scale	Rs.1,48,800-Rs.2,09,500 /- per month & allowances.

06	Compensation, Performance Pay & Benefits	<ul style="list-style-type: none">- Appointment to the post of General manager (F&A) shall be on probation for a period of one year.- On successful completion of one year probationary period, the candidate may be confirmed to regular pay scale of Rs.1,48,800-Rs.2,09,500 /- & all other benefits as per Company's rules.
07	CTC	Approximate CTC works out to Rs.36.76 lakhs p.a. which includes liberal perks like Housing Facility, Medical Reimbursement, Leave Travel Concession, encashment of Earned Leaves, Provident Fund, Performance Based Incentive etc.

GENERAL TERMS AND 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 fulfill 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 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.
11. Incomplete application shall be rejected.
12. The Candidate is required to fulfill all educational and experience criteria, else the application shall not be considered. The application together with all relevant enclosures must be sent addressed to **Additional General Manager (HR), Uttar Gujarat Vij Company Limited, R&C Office, Mehsana** by Registered post / Registered Courier / speed post, duly mentioning "Application for the post of GM(F)" on envelop.
13. The last date for the submission of application is **13/09/2021**. Applications received then after shall not be considered. UGVCL will not be responsible for any postal loss / delay of receipt of application.

Documents to be submitted with the in prescribed application form:

1. Attested copy of:
 - School Leaving Certificate
 - Mark sheets of CA / ICWA
 - Degree Certificate
 - Caste (SC/ST/SEBC) Certificate issued by authority of Gujarat State.
2. Experience Certificates.
3. Affidavit for genuineness of documents as per attached pro- forma(Annexure-I)
4. NOC from present employer (If applicable).
5. Any other Certificate/document applicable.

Additional General Manager (HR)

UTTAR GUJARAT VIJ COMPANY LIMITED Regd. & Corporate Office: Mehsana - 384001		Paste self attested recent passport size photograph																											
APPLICATION FOR THE POST OF General Manager (F&A)																													
1.	Name (IN BLOCK LETTERS)																												
2.	Gender	Male / Female																											
3.	Father's Name																												
4.	Mother's Name																												
5.	Permanent Address:	Contact/Mailing Address:																											
	City: _____ State: _____ Phone No.(with STD): _____ Mobile No.: _____	City: _____ State: _____ Phone No.(with STD): _____ Mobile No.: _____																											
6.	Contact Number:																												
7.	E-mail address																												
8.	Date of Birth	<table border="1"> <tr> <td></td><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td>d</td><td>d</td><td></td><td>m</td><td>m</td><td></td><td>y</td><td>y</td><td>y</td><td>y</td><td></td><td></td> </tr> </table>					-			-								d	d		m	m		y	y	y	y		
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9.	Age as on: 20/08/2021Years MonthsDays																											
10.	Nationality																												
11.	State of Domicile																												
12.	Circle the Category (Enclose copy of Certificate in case of SC/ST/OBC)	SC / ST / SEBC / UR																											
13.	Are you a person with disability (PWD)? If so, mention the category of disability with percentage. (Enclose a copy of certificate)	Yes / No Disability percentage: _____																											
14.	Are you an Ex-serviceman	Yes / No																											
15.	Have you ever worked with Gujarat Urja Vikas Nigam Limited or any of its subsidiaries viz. Gujarat State Electricity Corporation Ltd., Gujarat Energy Transmission Corporation Ltd., Uttar Gujarat Vij Company Ltd., Madhya Gujarat Vij Company Ltd., Dakshin Gujarat Vij Company Ltd., and Paschim Gujarat Vij Company Ltd.? If yes, please furnish details:	Name of Company: Designation:..... Department:..... Office: Emp. No.:..... Last Basic drawn: Scale:																											

16. Educational Qualifications: (Separate sheet may be attached if needed)
 (a) Basic Degree (Higher Secondary and above)

Degree	Duration of the Course	University	Class/ Division	Month and Year of Passing

Details of relevant/specialized training undergone for more than 3 months, if any:
 (Separate sheet may be attached if needed)

17. Experience: (starting from present): (Separate sheet may be attached if needed)

Sl. No.	Name of the Organization And Designation	Central Govt./State Govt./ PSU / Private	Date		Scale of Pay & Gross Pay Rs.	Reason for Leaving
			From (dd/mm/yy)	To (dd/mm/yy)		

18. How many years of post-professional qualification Experience you possess? _____ Years

19. Present Gross Pay per annum Rs. _____

20. How soon can you join if selected? _____

21. Pen picture of professional experience, achievements and significant contribution in the field, if any (To be typed not exceeding 100 words on a separate sheet and enclosed to the application)

22. Is there any criminal case/s against you in past/present? If yes, furnish full details.

I hereby declare that the above information and statements are true and complete to the best of my knowledge and belief. In the event, the information/statement is found to be false or incorrect, my candidature/ appointment shall be considered terminated without any notice.

Place: _____

Date : _____

Signature of the Candidate

ANNEXURE-I
DECLARATION FOR SUBMISSION
OF GENUINE / TRUE
CERTIFICATES / DOCUMENTS
(Stamp Paper of Rs. 300/-)

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

- (1) That I had applied for the post of General Manager (F&A) arisen at UGVCL, Corp. Office and have read the conditions thereof.
- (2) I hereby declare that whatsoever documents submitted by me for consideration to the post of General Manager (F&A) 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 General Manager (F&A) 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: