

Uttar Gujarat Vij Company Limited (UGVCL), a subsidiary Company of GUVNL (erstwhile GEB), an ISO-9001:2008 Company having consumer-base of around 37 Lakhs, Annual Turnover of Rs. 13,000 Crores (approx) and manpower strength of more than 9300, 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:**

<b>01</b>	<b>Job Title</b>	<b>GENERAL MANAGER (FINANCE &amp; ACCOUNTS) - 01 POST (UR)</b>
<b>02</b>	<b>Remuneration</b>	Basic Pay of Rs.1,48,800-2,09,500 plus other allowances as per Company's rules.
<b>03</b>	<b>Qualification</b>	- CA/CMA (ICWA)
<b>04</b>	<b>Job Profile</b>	<ul style="list-style-type: none"><li>- Heading Finance &amp; Accounts Section</li><li>- Co-ordination with all offices in operational area</li><li>- Maintenance of all statutory accounting/costing records as per applicable laws</li><li>- Annual/periodical finalization of accounts</li><li>- Handling Income-Tax &amp; Goods &amp; Service Tax Assessments, filling of Returns, Appearing before IT Authority, filing of Appeals before Appellate Authorities.</li><li>- Preparation of annual/periodical budgets</li><li>- Arranging for corporate finance / funding and related matters</li><li>- Co-ordination with internal/external/CAG/Cost Auditors</li><li>- Ensuring overall compliance with internal audit/control systems</li><li>- Liaison with banks, financial institutions and lenders and maintaining good relations</li><li>- Preparation of Annual Accounts under the Companies Act, 2013 and Ind-As issued by ICAI.</li><li>- Working Capital Management.</li><li>- Preparation of MIS data, Board Notes etc.</li><li>- Employees Salary &amp; Tax planning</li><li>- Reconciliation of Accounts and correspondence with Suppliers, Buyers, etc.</li><li>- Processing of payment and scrutiny of bills related to Power Purchase, Material Purchases, Transmission, Open Access, consultants, legal and miscellaneous.</li><li>- Regulatory and Legal matters related to Power Purchase and Open Access including filling of Tariff Petition etc.</li><li>- Ensuring timely payments of applicable Taxes and TDS, filing of Tax Returns and compliance of Audit etc.</li><li>- Incidental work related to above activities.</li><li>- Advising the management from time to time on modifications in MIS, business performance, revenue enhancement, cost control, lowering finance costs, and other matters warranting its attention and the matters as assigned by the Management</li></ul>

05	Experience	- 15 to 20 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 (i.e. CFM/CFO/GM level) of the Finance & Accounts Department. - Experience in Power Sector companies shall be preferred.
06	Age Criteria	- Up to 45 Years (As on the date of Advertisement). - Age relaxation will be considered for Departmental Candidates as per prevailing rules.

**GENERAL TERMS AND CONDITIONS:**

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

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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. Knowledge of Gujarati Language is essential.
4. 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.
5. 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.
6. In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company's rules.
7. No travelling fare will be paid to any candidates for attending the Selection Procedure (i.e. written test / Interview whatever may be decided).
8. 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.

9. The candidates are requested to visit on [www.ugvcl.com](http://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.
10. 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.
11. Canvassing in any form shall debar the candidate from selection.
12. Incomplete application shall be rejected.
13. 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 Co. Ltd, R&C Office, Mehsana** by Registered post / Registered Courier / speed post, duly mentioning "Application for the post of GM(F)" on envelop.
14. The last date for the submission of application is **05/11/2020**. 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/CMA(ICWA)
  - Degree Certificate
  - Caste (SC/ST/SEBC) Certificate issued by authority of Gujarat State.
2. Experience Certificate.
3. NOC from present employer (If applicable).
4. Any other Certificate/document applicable.

**Additional General Manager (HR)**