



PASCHIM GUJARAT VIJ COMPANY LIMITED

INVITES APPLICATIONS FOR THE POST OF Deputy Superintendent of Accounts (For ST category only)

1. QUALIFICATION:-

C.A. / I.C.W.A. / M.Com. / M.B.A. (Finance) in **regular mode** from recognized University / Institute without ATKT in final year.

2. JOB PROFILE:

- Maintenance of Books of Accounts
- ERP (Computerized Accounts)
- Modules up to finalization of Annual Accounts as per Company's Act 1956
- Passing / Auditing of Bills of Contractors / Suppliers, Compliance of Taxation Laws, Budgetary Control &
- Any other work assigned by the superior.

3. REQUIRED EXPERIENCE:

Minimum 02 years relevant experience after obtaining minimum qualification.

4. PAY SCALE :

Minimum in Pay Scale of Rs.13,600 - 31,300 plus DA, HRA, CLA, Medical, LTC as per Company's rules.

5. AGE CRITERIA :

Maximum 40 years (**As on the date of issuance of advertisement i.e. 08/04/2016**)

(Relaxation shall be given to women / PH candidates as per Roster rules)

Age relaxation will be considered for Departmental Candidates.

6. REQUIRED SKILLS :

- The candidate should possess good coordinating skill
- Knowledge of accounting method
- Liaisoning with Govt. Authorities
- Good command over English Language
- Knowledge of Computer Operation
- The selected candidates shall have to pass the prescribed Departmental examination.

7. VACANCIES :

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|---------------------------|-----------|
| Total Vacancies | 25 |
| Reserved for Women | 08 |

8. FEES (NON REFUNDABLE) : Rs. 250.00

9. IMPORTANT DATES:

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|--|---------------------------------|
| Start Date and Time of Registration | 11 / 04 / 2016, 10:30 AM |
| Last Date & Time of Registration | 02 / 05 / 2016, 06:00 PM |
| Last Date & Time of Online Payment of Fees and Generation of SBI Challans | 02 / 05 / 2016, 06:00 PM |
| Last Date & Time of Payment of Fees at any of the SBI Branch using System Generated SBI Challans and Final submission | 05 / 05 / 2016, 06:00 PM |
| Last Date of Submission of Application form with required documents by RPAD / Speed Post | 12 / 05 / 2016 |

GENERAL TERMS & CONDITIONS:

1. Candidates are required to submit ONLINE Application compulsorily.
2. Candidates will be shortlisted for Written Test / Interview on the basis of their online applications only and they have to submit the authentic photocopies of all the relevant certificates / documents and subsequently the original certificates / documents for verification as mentioned in point no. 21.

Hence, only those candidates, who are fulfilling the requisite criteria are advised to apply ONLINE.

3. For the payment of Non refundable application fees, the bank charges shall be paid by the applicant to the bank over and above the application fees.
4. The reservation and the state domicile policy shall be as per guidelines issued by GUVNL as per Government of Gujarat directives.
5. The management reserves the right to short list, select or reject any candidate for Written Test / Interview as the case may be for selection.
6. The management reserves the right to cancel Select list / Waiting list at any time at its sole discretion, without assigning any reason thereof.
7. The application will be registered for further consideration only after the payment of requisite application fees is confirmed.
8. Physically handicapped candidates shall have to submit latest disability certificate of Civil Surgeon indicating the physical disability of 40% or more.
9. Caste (Roster category) certificate of Gujarat State only will be considered.
10. Selected Candidate shall have to work any where under the jurisdiction of PGVCL and the candidate selected for the post, shall not be transferred from PGVCL to any other subsidiary Company of GUVNL.
11. In case of Name / Surname changed, a copy of Gazette of that effect should be submitted.

12. Departmental candidates / Dependent of retired employees of the PGVCL Company, meeting the above criteria also have to apply ONLINE and to submit the required documents.
13. Candidates who are working in Government / Semi Government / PSU have to submit the "No Objection Certificate" as and when required.
14. The selected candidates shall have to produce relieving letter from the previous employer at the time of resuming his / her duty.
15. PGVCL will not be responsible for any postal loss / delay in receipt of application.
16. Canvassing in any form shall debar the candidate from selection.
17. The syllabus of the competitive exam will be as under

| | |
|--------------------|-----|
| General Knowledge | 10% |
| English Language | 20% |
| Accounts & Finance | 60% |
| Computer Knowledge | 10% |

"The question paper will be in English language only"

THE SYLLABUS OF ACCOUNTS & FINANCE MAY INCLUDE:

Elements of Double entry, Rules of Journalizing, Ledger Accounts, Sub-division of Journal, Cash Book, Banking Transaction, Bill Transaction - Acceptance of bills, Dishonor of bills - Noting and protesting - Discounting bill, Renewal honor of bills payable – Rating bills payable under discount – Foreign and documentary bills, The Journal entry, The Trial Balance, The Trading Account, The Profit and Loss Account, The Balance Sheet, Company Accounts – Entries in regard to share capital and debenture issues – Debenture interest book – issue of Debenture at discount – issue of debenture at a premium – redemption of debentures, Depreciation and reserve and other funds, Capital and revenue expenditure, receipts and payments and Income and Expenditure Accounts, Self-Balancing Ledger, Value Added Tax, Income Tax and Service Tax including Revenue Charge Mechanism etc., Audit procedure and various types of audit.

18. No any traveling fare will be paid to any candidate for attending the written test / Interview.
19. Mere applying does not guarantee the adequacy of candidature for being considered for the selection process.
20. Interested candidates meeting with the above criteria only are requested to apply ONLINE as per the date mentioned above.
21. Candidates are requested to take the print out of the filled up application and to submit the same with the photocopies of below mentioned documents **on or before 12 / 05 / 2016 on following address by RPAD / Speed Post.**

Note:- It is compulsory to mention the generated **Application Number** & to write “**Application for the post of Deputy Superintendent of Accounts**” on the envelop.

I/c. General Manager (HR)
Paschim Gujarat Vij Company Limited,
Regd. & Corporate Office,
“Paschim Gujarat Vij Seva Sadan”,
Nana Mava Main Road, Laxminagar,
Rajkot - 360 004.

DOCUMENTS TO BE SUBMITTED WITH PRINT OUT OF APPLICATION.

- Two Passport size Photographs (To be pasted on Application print out).
- School Leaving Certificate.
- Copy of Mark Sheets of all Years / Semesters (In case of Points/Grade system the candidates are requested to attach transcript showing conversion of Points/Grade in to percentage).
- Degree Certificates.
- Caste Certificate
- Experience Certificates
- NOC as mentioned in point No. 13.
- Medical Certificate (For Physical Handicapped Candidates), issued by Civil Surgeon.
- Death Certificate, Marriage Certificate and affidavit as per given format on non judicial stamp of Rs. 20/- (For Widow Candidates).
- In case of Dependent of retired employees, relieving Office Order should be attached.
- Proof of fees paid.
- Any Other relevant documents.

IMPORTANT:

- 1. Before applying online, candidates are requested to carefully go through the instructions mentioned at “[HOW TO APPLY](#)”.**
- 2. After the final submission of ONLINE application, requests for modifying / changing in any data filled up by candidates shall not be entertained. Hence, candidates are requested to fill up the data carefully.**

**I/c. General Manager (HR),
PGVCL - Rajkot**