



## PASCHIM GUJARAT VIJ CO. LTD

PGVCL is a Power Distribution Company of erstwhile Gujarat Electricity Board having Offices at different locations in Saurashtra and Kutchh regions. PGVCL offers a challenging and rewarding career to young and dynamic candidates.

APPLICATIONS ARE INVITED FOR THE POST OF DEPUTY SUPERINTENDENT OF ACCOUNTS UNDER PGVCL FROM THE ELIGIBLE **ST (SCHEDULED TRIBE) CANDIDATES ONLY** AS FOLLOWS:

<b>01</b>	<b>Job Title</b>	<b>Deputy Superintendent of Accounts</b>
<b>02</b>	<b>Qualification</b>	<b>C.A. / I.C.W.A. / M.Com. / M.B.A. (Finance) with minimum 55% in final year.</b>
<b>03</b>	<b>Experience</b>	Minimum 02 years relevant experience after obtaining minimum qualification (on the date of issuance of advertisement)
<b>04</b>	<b>Age Criteria</b>	<b>Maximum 40 years</b> (As on the date of issuance of advertisement i.e. <b>06/03/2020</b> ) Relaxation* shall be given to women / PH candidates as per Roster rules. Age relaxation will be considered for Departmental Candidates (*Maximum age relaxation in upper age limit shall be considered up to 45 years.) The above age criteria are as per the "Yuva Swavlamban Scheme" of Govt. of Gujarat.
<b>05</b>	<b>Job Profile</b>	<ul style="list-style-type: none"><li>• Maintenance of Books of Accounts</li><li>• ERP (Computerized Accounts)</li><li>• Modules up to finalization of Annual Accounts as per Company's Act 1956</li><li>• Passing / Auditing of Bills of Contractors / Suppliers, Compliance of Taxation Laws, Budgetary Control &amp;</li><li>• Any other work assigned by the superior.</li></ul>
<b>06</b>	<b>Pay Scale</b>	<ul style="list-style-type: none"><li>• Minimum in Pay Scale of Rs.35700 - 82100 plus DA, HRA, CLA, Medical, LTC as per Company's rules.</li></ul>
<b>07</b>	<b>Required Skills</b>	<ul style="list-style-type: none"><li>• The candidate should possess good coordinating skill</li><li>• Knowledge of accounting method</li><li>• Liaisoning with Govt. Authorities</li><li>• Good command over English Language</li><li>• Knowledge of Computer Operation</li></ul>

The selected candidates shall have to pass the prescribed Departmental examination.

**08. VACANCIES: 21 (out of these, 07 vacancies are reserved for female)**

- The stated vacancies are probable and the actual vacancies may vary. Actual vacancies and subsequent vacancies are subject to promotions, retirement, separation on any other account, sanction, abolition of post, etc. No candidate shall claim a right based on the above stated vacancies position.
- State Government policy for reservation of women shall be followed.

**09. Fees (Non-Refundable): (Only online payment will be accepted)**

<b>FEES (NON REFUNDABLE)</b>	<b>Rs.250.00 (including GST)</b> <ul style="list-style-type: none"><li>• Candidate has to pay application fees On-line through Credit Card / Debit Card / Net Banking.</li><li>• Bank charges shall be borne by candidate.</li><li>• Application fee once paid shall not be refunded or shall not be adjusted in any subsequent Recruitment Process, under any circumstances.</li><li>• No other mode of payment i.e., Demand Draft, Money Order, Postal Order, Cheque etc. is acceptable.</li></ul>
----------------------------------	--

**10. IMPORTANT DATES:**

<b>Start Date and Time of Registration</b>	<b>06 / 03 / 2020, 10:30 AM</b>
<b>Last Date &amp; Time of Registration</b>	<b>26 / 03 / 2020, 11:59 PM</b>

**GENERAL TERMS AND CONDITIONS:**

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

01. Candidates are required to submit **ONLINE Application** only.
02. The candidates shortlisted for written test / online test on basis of their “on line applications” shall not be required to submit photocopies of all the relevant certificate at present. The photocopies of all the relevant certificates shall be submitted as and when required and subsequently, the original certificates for verification as and when required.
03. The Management reserves the right to short-list, select and reject any candidate for Written Test as the case may be for selection.
04. The Management reserves the right to cancel the Selection List at any time at its sole discretion, without assigning any reasons thereof.

05. Filling up of the post is at the discretion of Management based on suitability of candidates. The management in all matters relating to eligibility, acceptance or rejection of the application made, shall be final and management will not entertain any enquiry or correspondence in this regard.
06. The candidates who have been given grades in their result shall have to submit a certificate issued by their University/Institute specifying percentage equivalent to the grades obtained by them along with decimals.
07. 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 Written Test as the case may be, failing which, their candidature will be disqualified.
08. 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 their duty, failing which, their appointment order shall stand cancelled.
09. Mere submission of application does not guarantee the adequacy of candidature for being considered for the further selection process.
10. The tentative syllabus for the exam will be including but not limited to following topics/areas and emphasis could differ.

The exam will be conducted by On-line or OMR mode considering the number of candidates registered.

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, GST, New Accounting Standards (Ind AS)

11. The question paper for the exam shall be consisting of 100 questions and the paper shall be of 100 marks. There shall be negative marking system and 1/4<sup>th</sup> mark for each wrong answer shall be deducted to arrive at total marks scored.
12. In case of Written Test examination the evaluation of the OMR Sheets of the written test shall be evaluated on computer, as per entries made in OMR Sheets by the Candidates. As the evaluation done on the Computer by scanning thereby eliminating manual evaluation, rechecking or 'inspection of OMR Sheets, subsequent to written test, will not be entertained by the Company.
13. As per GSO-3 the minimum eligibility cut off marks for selection will be 45 and above marks for reserved candidates. However, the selection will be made purely on the basis of merit considering available vacancies and reservation rules.
14. 05% marks (of secured marks in Exam) over and above actual marks secured shall be added in case of Widow Female Candidates. The widow female candidate, if remarried shall not be given advantage of grace of 5 % marks. Further, the widow candidate shall categorically state so and inform if she is remarried with necessary documentary proofs.
15. While preparing selection list, if two or more candidates found with equal marks in Exam, they will be kept in merit according to their date of birth i.e. elder will be kept in priority to younger and if the date of birth is also found same, then they will be kept in priority according to alphabet seniority of name. The Selection List as and when required as per the vacancy position shall be drawn from result published. The result published shall be valid for the period of one year from the date of publication.
16. In case of name or caste differ due to marriage or any other reason in educational certificates; then attach the copy of Gazette for transfer of name or caste, failing which, the candidature for the further process will be rejected.
17. Caste (Reserved Category) Certificate of Gujarat State only will be considered.
18. No travelling fare will be paid to any candidates for attending the Written Test as the case may be.
19. The result of the test shall be published by PGVCL and shall be displayed on PGVCL's website. The Selection List as and when required as per the vacancy position shall be drawn from result published. The result published shall be valid for the period of one year from the date of publication.
20. Candidates are requested to apply only, if they are fulfilling requisite criteria on the date of advertisement. Since, we are not seeking all the documents at the time of application submission written test; candidate has to doubly ensure that he fulfills all the requisite criteria on the date of advertisement. All the documents of selected Candidates shall be verified at appropriate stage and if found not fulfilling any criteria, his/her candidature shall be cancelled immediately and his/her shortlisting in selection list shall not be a ground for claiming employment/ recruitment.
21. Candidates are requested to visit on [www.pgvcl.com/recruitment](http://www.pgvcl.com/recruitment) for regular updates regarding schedule of test and other relevant notifications.
22. The selected candidates shall be posted in field offices under the jurisdiction of PGVCL and shall be assigned Office/Field works. The candidate selected for the post, shall not be transferred from PGVCL to any other Subsidiary Company of GUVNL.

23. In case of selection, the candidates have to fulfill the requisite physical fitness standards as per company's rules.
24. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
25. Applicant is requested to complete all the tasks (i.e. "final submit and confirm application") of online application process shall only be considered for further selection process.
26. Candidates meeting the above criteria and interested may apply **COMPULSORILY ONLINE.**
27. Canvassing in any form shall debar the candidate from selection.

<b>Help Desk</b>
For any query, you may contact on our Help Desk No. <b><u>0281-2380425</u></b> which will be available between 11 am to 6 pm on working days. You may also send an E-mail for your query on <a href="mailto:jobs.pgvcl@gebmail.com"><u>jobs.pgvcl@gebmail.com</u></a>

### **Documents to be produced as and when required by the Company**

Application Format duly filled in with:

1. Online application form along with two recent passport size photographs should be affixed on the application form.
2. Attested copy of
  - ✓ School Leaving Certificate.
  - ✓ Mark sheets of final year of qualifications issued by College/University.
  - ✓ Certificate from the institute/ university mentioning percentage marks obtained in case grading system is in place.
  - ✓ Degree Certificate,
  - ✓ Caste Certificate
3. Valid Caste (ST) Certificate of Reserved category of Gujarat State only will be considered.
4. Certificate mentioning the relevant experience
5. In case of Dependent of Retired Employee, Relieving Order or Certificate issued to the employee should be attached.
6. In case of Widow Applicant, copy of death certificate of the deceased husband should be attached.
7. NOC from present employer (If applicable).
8. Online payment receipt.
9. Identification Proof (Voter ID/ Pan Card/Aadhar Card/Driving License etc).
10. Residential Address Proof (Electricity Bill/Telephone Bill/Ration Card etc).

**Note:- Whenever documents are called from the candidates, submission to be made by the candidates within stipulated time, failing which his/her candidature shall be cancelled for the post.**

**I/C General Manager (HR)**

Page 5 of 5