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Gujarat Urja Vikas Nigam Limited (GUVNL) is the **Holding Company** of 06 (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, PGVCL, UGVCL, MGVCL & DGVCL. GUVNL recorded **turnover of Rs. 43,936 Crores for the year ended 31st March, 2018**. The combined strength of employees in GUVNL & Subsidiary Companies is more than 59,000. GUVNL & Subsidiary Companies have been ranked as one of the Best State Power Sector Companies.

In order to recruit 02 (Two) Controller of Accounts in GUVNL for Unreserved category, applications are invited from suitable candidates meeting the following criteria:

CONTROLLER OF ACCOUNTS

Sr. No.	Nomenclature	Particulars.
01.	Qualification	CA / ICWA.
02.	Experience	10 (ten) years' post-qualification experience in a Limited Company or Central / State / Public Sector Undertaking. Out of 10 (ten) years, 03 (three) years' experience should be in a Managerial Cadre of the Finance & Accounts Department. Experience in Power Sector companies shall be preferred.
03.	Job Description.	The incumbent must possess experience in the following areas :- 01. Preparation of Annual Accounts – both Standalone and Consolidated under the Companies Act, 2013 and IndAS issued by ICAI. 02. Working Capital Management 03. Preparation of Accounts and Investment of Corpus of CPF / Gratuity Trust. 04. Monitoring of Payments & Receipts for the sector as a whole. 05. Preparation of MIS data, Board Notes etc. 06. Dealing with Statutory, Internal & C & AG Auditors.

		<p>07. Handling Income-Tax & Goods & Service Tax Assessments, filing of Returns, filing of Appeals before Appellate Authorities and Appearing before IT Authority.</p> <p>08. Employees' Salary & Tax planning.</p> <p>09. Finalization of Accounts related to Power Purchase.</p> <p>10. Reconciliation of Accounts and correspondence with Suppliers, Buyers, etc.</p> <p>11. Processing of payment and scrutiny of Power Purchase bills, Transmission, Open Access, consultants, legal and miscellaneous.</p> <p>12. Regulatory and Legal matters related to Power Purchase and Open Access.</p> <p>13. Procurement of Power under Short Term, Medium Term and Long Term.</p> <p>14. Ensuring timely payments of applicable Taxes and TDS, filing of Tax Returns and compliance of Audit etc.</p> <p>15. Incidental work related to above activities.</p>
04.	Age Limit	35 Years [05 (five) years relaxation in case of Women & 10 (ten) years relaxation in case of Persons with Disability].
05.	Pay Scale	Rs. 1,10,100 – 1,87,700 per annum & allowances
06.	CTC	The post carries approximate annual CTC of Rs. 21 lacs which includes liberal perks like Housing Facility, Medical Reimbursement, Leave Travel Concession, encashment of Earned Leaves, Provident Fund, Performance Based Incentive etc.
*No. of vacancies may vary as per the requirement		

If you meet the above criteria & have the drive and passion towards the profession and making a career in the Power Sector in Gujarat, download the [Application Form](#) and Post following documents through **RP.A.D only** on or before **05/03/2019** (applications sent through speed post/courier or any other means except RPAD shall not be considered).

List of documents to be submitted.

- 1) Application Form, duly filled along with one passport size photograph, affixed on the space provided on the application form.
- 2) Detailed Resume
- 3) Attested copy of:

- School leaving certificate or any other Birth Proof.
- Mark sheets of all education qualification.
- Degree certificate of all education qualification.
- Experience certificate/ relieving letter from all previous employers.
- Appointment letter from Present Employment.
- NOC from present employer for candidates working in Govt. /Semi Govt. /PSU/ Public Ltd.
- ID Proofs like Aadhar/Pan/Voter Id/Driving Licence.
- Any other certificate or documents as applicable.

The candidates are required to submit above documents in sealed cover clearly mentioning “APPLICATION FOR THE POST OF COA” through RP.A.D only on the following address:

**General Manager (HR),
6th Floor, HR Department,
Gujarat Urja Vikas Nigam Ltd,
Sardar Patel Vidyut Bhavan,
Race Course, Vadodara- 390007,
Gujarat.**

GENERAL TERMS AND CONDITIONS:

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

01. Applications received from candidates not submitting any of the above documents/ submitting incomplete application form/resume shall not be considered for further process of recruitment.
02. Subsequently, the original certificates should be produced for verification as and when required.
03. Selection will be made on the basis of Personal Interview, if numbers of eligible candidates are 20 or less. Otherwise, the selection will be carried in two stages i.e. On-line / Written test & Personal Interview having equal weightage of 50% each.
04. The Management reserves the right to short-list, select or reject any candidate as the case may be for selection.
05. The Management reserves the right to cancel the Selection List / Waiting List at any time at its sole discretion, without assigning any reasons thereof.
06. Filling up of the post is at the discretion of Management based on suitability of candidates. The decisions of 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.

07. The candidates working in Government/ Semi Government or PSU Organization shall have to produce "NO OBJECTION CERTIFICATE" from the concerned organization whenever asked as the case may be, failing which, their candidature will be disqualified.
08. If the selected candidate is 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. 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 short listing in selection list shall not be a ground for claiming employment.
11. Candidates are requested to visit on www.guvnl.com for regular updates regarding recruitment and other relevant notifications.
12. Any application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire recruitment process.
13. Canvassing in any form shall debar the candidate from selection.

DR. NILESH MUNSHI
GENERAL MANAGER (HR)